

CLASS TITLE: SENIOR CLERK TYPIST

Class Code: 02426300
Pay Grade: 09A
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform typing work of a difficult and responsible nature requiring the exercise of independent judgement and involving a degree of final responsibility; to perform varied clerical work of a difficult and responsible nature requiring the exercise of independent judgement; as required, to perform routine repetitive tasks related to the operation of various office equipment including on line data terminal equipment; and to do related work as required.

SUPERVISION RECEIVED: General instructions are received at the beginning of each new task; detailed instructions are received as to performance of unfamiliar tasks; work is subject to review for accuracy and completeness.

SUPERVISION EXERCISED: Generally none, but in some cases may supervise subordinates engaged in routine clerical or typing work.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To type involved financial or statistical statements, reports, or other material from plain or rough copy requiring the application of independent judgement and involving a degree of final responsibility.

To perform varied clerical work of a difficult and responsible nature requiring the exercise of independent judgement.

To assemble material for and to type payrolls, vouchers, purchase orders, bills, warrants, indices and other forms requiring related judgements.

To set up and type tables and charts involving decisions as to best format.

To compose and type routine letters.

To transcribe from dictating machine records.

To cut stencils.

To assist in maintaining general office records which require posting, tabulating and computing tasks.

To examine reports and records for accuracy and completeness of routine, easily verified information.

To secure information from specified sources and furnish it to the public and other employees.

To staple and assemble material for distribution.

To analyze and classify material for filing and to maintain general office files.

To receive, stock and distribute office supplies.

To serve as receptionist, directing callers to proper individuals, arranging appointments, and imparting general non technical information.

As required, to perform routine repetitive tasks related to the operation of various office equipment including on line data terminal equipment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of office practices, commercial arithmetic and business English; a working knowledge of methods and procedures of filing; a reasonable speed and accuracy in typing complex or technical matters from plain or rough copy*; the ability to understand readily and carry out complex oral and written directions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in typing; and

Experience: Such as may have been gained through: employment in performing typing and office tasks of a varied nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

*NOTE: 40 net WPM-5 minutes

Class Revised: May 24, 1987

Editorial Review: 3/15/03