



Typist Clerk

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
725	Non-Exempt	Office Clerical	ATU	2	3/22/00	1130	1 of 1

DEFINITION: Under supervision performs a variety of word processing and office clerical tasks following standardized department procedures and practices.

EXAMPLES OF DUTIES/FUNCTIONS: Duties/functions may include, but are not limited to, the following:

- Establishes and maintains positive working relationships with District staff and the public.
- Greets and directs visitors, answers and transfers phone calls to the appropriate personnel.
- Provides callers and visitors with information.
- Retrieves and records messages.
- Provides word processing support as directed by supervisor.
- Makes copies, collates materials, and assembles documents.
- Takes information requests; types name and address labels; mails documents as appropriate.
- Maintains a daily log of all documents mailed out.
- Maintains and updates the department/division mailing list.
- Prepares and processes mass mailings.
- Opens, date stamps and distributes mail.
- Assists with other clerical and office duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS:

Knowledge Of: Standard office methods and practices; operation of office equipment including computers; computer software programs for word processing and spreadsheets; phone usage and greeting visitors in a receptionist capacity; sufficient English usage, spelling, and grammar skills to produce accurate routine office memos and letters.

Ability To: Perform assigned duties in an efficient and accurate manner; deal with multiple responsibilities at one time; help and assist visitors and other employees; successfully operate office equipment and computers in carrying out responsibilities; organize priorities and meet deadlines; communicate effectively with others. Establish and maintain positive working relationships with co-workers, other District employees and the general public using principles of good customer service.

Education/Training: Equivalent to the completion of 12th grade, including or supplemented by courses in word processing, office practices, and computer software programs as applicable to the level of the position.

Experience: One year of office clerical responsibilities, including operation of computers and standard office equipment.

Special Requirement: Ability to type at a speed of 35 net words per minute from a clear legible copy.

License/Certification: None required.

Revised: March 1983, March 2000