



## Senior Typist Clerk

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
670	Non Exempt	6 - Administrative Support	ATU	N/A	11/19/97	1016	1 of 1

**DEFINITION:** Under general supervision of assigned technical or administrative supervisor, using average skills for this series, performs a wide variety of responsible office support and clerical duties for an assigned work unit or program, and performs related work as required. May exercise functional supervision over assigned lower level clerical support personnel.

**DISTINGUISHING CHARACTERISTICS:** This class differs from that of the Junior Typist Clerk in that the Junior Typist Clerk performs entry level clerical duties, while the Senior Typist Clerk performs full journey level clerical support duties for this series.

**EXAMPLES OF DUTIES/FUNCTIONS:** Duties and functions may include, but are not limited to, the following: Serve as the clerical support for a single function or perform less complex record keeping work relating to several functions ; perform a wide variety of moderately difficult and confidential office clerical support duties; respond to routine inquiries for information from the public and District staff and employees; maintain records, logs and documents such as claims, payroll, personnel, employee benefits, DMV, accident statistics, Safe Driver Award Program, and CAL OSHA; research compile data for reports and other materials; perform routine clerical projects and reports such as compiling and tabulating data; initiate, maintain and monitor work unit records, files and logs; check documents for completeness and accuracy; assemble files according to office procedure; follow up on pending items; assist with customer inquiries; prepare and maintain employee records such as attendance, overtime, accident reports, addresses, telephone numbers, and DMV records; updates enrollment in benefits plans; initiate benefits option forms and arranges for their completion and submission; calculate monthly premiums for benefits plans; assist callers and visitors; open and sort incoming mail, match with case files and routes to appropriate person; interpret and explain routine District and department policies, rules, and regulations in response to requests, or refer inquiries as appropriate; may independently respond to routine letters and general correspondence; may supervise lower level clerical employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** English usage, spelling, grammar, syntax and punctuation; modern office methods, practices, procedures and equipment such as personal computers, typewriters and calculators; typical modern office computer software programs such as word processing, spreadsheets, presentation programs, and databases; business letter writing; basic record keeping principles and procedures; basic business mathematics and statistics.

**Ability To:** Perform detailed work with numerical data and to make arithmetic computations rapidly and accurately; to prepare routine reports and records; perform assigned office support duties with speed and accuracy; understand and explain program or work unit policies and procedures; communicate effectively both orally and in writing in an office environment; type accurately on a keyboard at the rate of 50 net words per minute; effectively operate modern office equipment including personal computers and related software such as word processing (some positions in this class require use of spreadsheets); compile information and maintain records; establish and maintain effective working relationships with those contacted in the course of work.

**Education/Training:** Equivalent to completion of the 12th grade, supplemented by course work or training in modern office practices and computer software programs such as word processors, spreadsheets, etc.

**Experience:** Equivalent to at least two years of responsible office support and clerical experience.

**License/Certification:** None required.