

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31204
Job Class Code:	020	Salary Schedule:	ASRRCLERK
EEO Category:	06	Grade:	09
Workers Comp Code:	8810		

Job Code Established:	03/22/86	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Clerk Typist Series

JOB CODE TITLE: CLERK TYPIST II

HRIS TITLE: CLERK TYPIST II

CHARACTERISTICS OF THE CLASS: Typically reports to a Secretary, Administrative Secretary, or other clerical supervisor. Has the authority to make decisions regarding report formatting and arrangement. Performs varied clerical work of average difficulty which may include typing. Accomplishes work assignments independently with general outline or instructions. Requires the ability to apply rules and regulations to average and varying situations.

EXAMPLES OF DUTIES: Performs mathematics calculations to reconcile financial reports. Maintains records and prepares reports from available data. Collects information as instructed and types it in final form according to established formats. Types from rough drafts where some judgment is required to produce well-balanced and attractively arranged typed material. Exhibits the appropriate level of social skill in meeting the public and responding to inquiries. Prepares routine correspondence using established forms and formats. May transcribe or type documents requiring specialized terminology. May issue licenses and permits and take claims in situations requiring minimal examination of documents. May operate a computer terminal/printer or other equipment for data storage and retrieval. May be responsible for the collection, recording, and deposit of funds. May take and/or transcribe dictation. Performs related work as required.

WORK RESULTS/PRODUCTS: Accurate completion of basic mathematics calculations to reconcile financial reports; accurate completion of well-balanced and attractively arranged reports and assigned typing; accurate completion of general clerical assignments with limited supervision.

WORK CONDITIONS: No unusual work conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: a variety of office machines and equipment; office procedures and practices; the filing and maintenance of records; automated data storage and retrieval; business English usage, spelling, and arithmetic; report preparation and production.

Skill in: operating keyboard.

Ability to: adapt final draft from rough drafts using judgment; determine sequence of assigned tasks; completed report production exercising judgment in applying established procedures; maintain records; collect data; interact with the public in a timely, appropriate, and efficient manner; collect and format information in accordance with general instructions; performing basic mathematics calculations to reconcile financial reports; follow general verbal and written instructions; meet the public and attend to requests and inquiries; produce well-balanced and attractive reports.