

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31205
Job Class Code:	020	Salary Schedule:	ASRRCLERK
EEO Category:	06	Grade:	11
Workers Comp Code:	8810		

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

JOB CODE SERIES: Clerk Typist Series

JOB CODE TITLE: CLERK TYPIST III

HRIS TITLE: CLERK TYPIST III

CHARACTERISTICS OF THE CLASS: Typically reports to an Administrative Secretary, a first-line supervisor or a professional. Authority to make decisions regarding sequence and priority of assigned tasks; to exercise judgment when combining material from several sources; to assign and review work of others. Applies established guidelines, procedures or precedents to varying situations. Performs office and clerical work of considerable difficulty which may include advance typing duties involving combining material from several sources. Accomplishes work assignments independently with minimal supervision. May serve as lead worker. Work product consists of accurate completion of descriptive charts/graphs, file research, and collection, recording, and deposit of funds; various complex clerical tasks requiring considerable knowledge of rules, regulations, and procedures. Responsible for the timely and efficient completion of various clerical duties and projects under minimal supervision; for resolution of difficult public contact situations; for lead worker functions as assigned.

EXAMPLES OF DUTIES: Performs varied and complex clerical tasks requiring considerable knowledge of rules, regulations, and procedures. Performs involved mathematical calculations. Researches files to obtain specific information. Prepares descriptive charts and graphs from general instructions. May type reports or correspondence from notes or rough drafts with considerable latitude regarding format. Has considerable public contact requiring tact, resourcefulness, and alertness to difficult situations. 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 oversee a group of clerical employees engaged in work of routine to average difficulty. May type documents requiring knowledge of technical and scientific languages. Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: complex office and clerical procedures and practices; methods and procedures for researching files to obtain specific information; descriptive chart and graph preparation; knowledge of involved mathematical calculations; business English, spelling, and mathematics; office policies and procedures sufficient to perform limited discretionary tasks; styles and formats of correspondence, reports and memos; basic supervisory skills relevant to clerical work.

Skill in: operating keyboard.

Ability to: perform varied and complex clerical tasks; research files; prepare detailed reports including descriptive charts and graphs with minimal instruction; perform involved mathematical calculations; collect and organize data; oversee a small group of clerical employees; dealing with the public using appropriate tact, resourcefulness and alertness.