

Department: In all Civil Divisions  
Classification: Competitive  
Grade: 4

SPEC DISK F1  
DOCUMENT 28

## **TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing clerical duties and standardized clerical tasks involving the full-time or substantial part-time operation of a typewriter. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking clerical or administrative employee. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Operates a typewriter, word processor and/or computer in performing duties as described below;  
Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, reports, index cards, time cards and similar documents;  
Transcribes from dictaphone and/or longhand copy;  
Relieves telephone switchboard operator and employees waiting on the public;  
Cuts mimeograph stencils;  
Types and maintains various types of records;  
Files correspondence, memoranda, reports and other materials;  
Operates a photocopy machine and other simple office machines;  
Indexes materials and performs simple record keeping tasks;  
Makes entries on cards or bills, or in ledger from original sources.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from high school or possession of a high school equivalency diploma including, or supplemented by, the successful completion of a typing course; or
- (b) Two years of clerical experience which shall have included typing; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

AMENDED 08/18/94