

June 1983

## TYPIST CLERK 1

### DEFINITION

Under close supervision, to perform relatively routine and repetitive clerical work requiring the possession of basic typing skills; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the entrance level clerical class for positions which are required to possess typing skill but which do not require previous clerical work experience. Positions allocated to this class normally work under close, continuous supervision performing repetitive or closely related duties according to well established procedures. Positions allocated to this class are normally considered to be on a training status and, as assigned responsibilities and breadth of duties increase, positions may reasonably be allocated to the next higher class of Typist Clerk II as assignments increase in variety, work is less closely supervised and the difficulty of the assignments increases.

### EXAMPLES OF DUTIES

Performs or learns to perform a variety of clerical work including typing, proofreading, filing, checking and recording information on records; answers the telephone and waits on the general public, giving information as required; types letters, memorandums or other material from rough draft or copy; operates a variety of office appliances including typewriter, adding machine, duplicating or copying machine; sorts and files documents and records according to predetermined classifications, maintaining alphabetical, index and cross-reference files; mails out letters, forms and applications; receives, sorts and distributes incoming and outgoing mail; answers telephone calls and takes and relays messages.

### REQUIRED QUALIFICATIONS

#### Knowledge of:

Basic elements of good English usage, spelling, arithmetic, filing and recordkeeping.

#### Ability to:

Perform routine clerical work, including ability to spell correctly, use good English and make simple arithmetical calculations;

Learn to operate standard office appliances and learn office rules, methods and policies;

Understand and carry out oral and written instructions;

Type at a speed of not less than 45 words per minute from clear copy;

Establish and maintain cooperative relationships with those contacted in the course of work;

Typist Clerk I – Page 2

Read and write at the level required for successful job performance.

Training and Experience:

Any combination of training and experience that would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

No experience is required.