CLASS TITLE: **INTERMEDIATE TYPIST CLERK**

DEFINITION: Under supervision, performs a wide variety of clerical tasks; and performs related work as required.

EXAMPLES OF DUTIES:

- Prepares and types documents
- Prepares document input to data systems
- Compiles and calculates simple statistical data
- Maintains files and records
- Schedules meetings and appointments
- Processes mail
- Receives the public and provides general information
- Operates standard office equipment including microcomputers and related software
- May provide first aid to students

DESIRABLE QUALIFICATIONS:

Training and Experience: One year experience in general office work; or an equivalent combination of training and experience.

Knowledge of:

- General office procedures
- Basic arithmetic
- Basic grammar, spelling and composition

Skill in:

- The operation of general office equipment
- Following written and verbal instructions
- Working effectively with students, staff and the public
- Performing general clerical tasks in an accurate and timely manner
- Typing and filing

Ability to:

- Learn to operate radio dispatching equipment
- Learn to operate a computer keyboard

Licenses and Certificates:

- Some positions may require American Red Cross First Aid Certificate