

JOB DESCRIPTION

CLERK TYPIST III

JOB SUMMARY

Under general direction, perform a wide variety of complex and high specialized clerical duties involving broadly defined policies and procedures and use of independent judgment in support of a District function.

**DISTINGUISHING
CHARACTERISTICS**

The Clerk Typist III is the advanced level class of the clerical series. Employees assigned to this class exercise independent judgment and discretion when interpreting and applying standard practices and procedures or in modifying existing methods to complete assignments. Incumbents may serve in a lead capacity, training and providing work direction to other clerical assistants or serve as the sole clerical support for an assigned complex and diverse function. The position assigned to Business Services will be required to use a postage machine, sort, and distribute U.S. Mail.

TYPICAL DUTIES

Compose and type a wide variety of materials such as letters, memoranda, forms, or reports from notes, verbal instructions, straight copy or rough drafts; enter data into a computer and generate reports and other documents. Receive visitors and refer calls and visitors to proper person/location; provide information and assistance to District staff, vendors, and the public. Make reservations and appointments. Establish and maintain accurate records and files by specialized categories; compile, tabulate, and post data on various forms and records, both manually and in the computer. May assign and verify budget numbers to various documents; may cost out work orders and request budget changes. Operate a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal and/or microcomputer and related software; duplicate and distribute information; open, sort, and distribute department mail. Order, receive, process, and maintain appropriate supplies, prepare and process documents and maintain related statistical records. Review documents for accuracy, completeness, and conformance to established procedures. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include completion of high school or equivalent, including or supplemented by clerical training and at least two years of increasingly responsible experience, some of which involved financial or statistical record keeping.

Knowledge of:

Correct English usage, grammar, spelling punctuation, and vocabulary; oral and written communication skills; modern office procedures, practices, and equipment, including records storage and retrieval; statistical record keeping procedures; telephone techniques and etiquette.

Ability to:

Type at a corrected speed of 45 wpm. Perform complex clerical work involving independent judgment. Operate a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal and/or microcomputer and related software; learn and apply rules and regulations, District policies/procedures, and instructions. Make arithmetic calculations quickly and accurately. Meet schedules and time lines. Communicate and work effectively with others. Prepare and maintain records and files. Learn to accurately utilize the U.S. Postal machine and maintain the certified mail records.

PHYSICAL ABILITY

The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability.