



CLERK- TYPIST 2

Job Code: 122CS2 (12 Month) & 122TBE (10 Month)
Bargaining Unit 01
Job Code: 122CBE (12 Month)
Bargaining Unit: 08
Effective Date: 2/24/1994

Description of Work

General Statement of Duties

Performs intermediate level clerical, typing and/or word processing work of moderate complexity and variety; and performs other related duties as required.

Supervision Received

Works under moderate supervision of a unit supervisor or a higher level clerical employee.

Supervision Exercised

None.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Types and/or word processes letters, narrative and statistical reports, schedules, lists, forms, cards, labels, envelopes and other related materials according to general guidelines.

Prepares, types and/or word processes routine correspondence according to well-established guidelines and procedures.

Transcribes memoranda, letters, reports and other materials from dictaphone recordings.

Answers telephone and receives visitors; determines nature of business, directs individuals to appropriate staff, or supplies information where a working knowledge of the operation is necessary.

Processes routine complaints or inquiries by explanation of office procedures, verification of records, correction of records, or referral to higher authority.

Compiles and maintains complex or involved files, records, schedules, and statistics.

Compiles and maintains simple accounting and financial records where no technical bookkeeping knowledge is required; checks and reconciles data.

Prepares and types pay vouchers, requisitions, purchase orders and other related materials.

Checks and prepares payroll time sheets, employee hours worked, overtime, and related forms and records.

CLERK-TYPIST 2

Operates office equipment such as typewriter, copy machine, adding machine, postage machine, calculator, dictaphone, and telephone system.

Operates a computer for data entry, file maintenance, and information gathering and/or retrieval.

Receives, sorts, and distributes incoming and outgoing mail.

Knowledge, Skills, and Abilities

Working knowledge of modern office practices and procedures.

Working knowledge of the policies, procedures, and services of the organization.

Working knowledge of grammar, spelling, and punctuation.

Working knowledge of word processing packages.

Working skill in typing and/or word processing with speed and accuracy.

Working ability to work with detailed information accurately.

Working ability to make simple arithmetic computations with speed and accuracy.

Working ability to sort, alphabetize, file, search and/or retrieve computerized and/or manual records and files.

Working ability to follow oral and written instructions.

Working ability to operate modern office equipment.

Working ability to communicate effectively in person and/or over the telephone.

Working ability to interact effectively with employees in other units of the organization, other departments, and the general public.

Minimum Qualifications

High school diploma or GED certificate and two years of clerical experience.