

## CLERK TYPIST I

NATURE OF WORK IN THIS CLASS:

This is routine typing and clerical work.

Employees in this class perform simple typing work on a substantially full-time basis in accordance with detailed instructions or in accordance with established procedures. The work does not require the use of initiative or judgment. Work may also include the performance of routine office work according to prescribed and well-established procedures, which can be learned by on-the-job training within a few days. The work is reviewed for accuracy, adequacy, and conformance with instructions and/or applicable procedures.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties performed.)

Types straight rough drafts from handwritten or other marked copy according to few standard formats where attention to arrangement is not required. The typist has no responsibility for insuring correct punctuation or grammar.

Types clearly identified information such as names, addresses, identification numbers, or other information on index cards, forms, and other documents where the information can be readily extracted from other lists, forms, or other sources.

Acts as receptionist; receives telephone and office callers and directs them to proper personnel; gives routine information.

Files various material alphabetically or numerically according to predetermined subject matter classification.

Operates duplicating machines, addressograph, and other office machines whose operation can be learned on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to type accurately at a prescribed rate of speed.

Ability to learn office practices and procedures.

Ability to learn routine clerical tasks readily, and to adhere to prescribed procedures.

Ability to understand and follow routine oral and written instructions.

Ability to operate common office machines whose operation may be learned on the job.

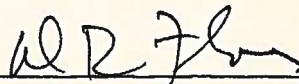
Ability to work effectively with the public and employees.

MINIMUM EXPERIENCE AND TRAINING:

- A) Completion of a course in basic typing; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

DAY GRADE: D



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DAVID R. FLORES  
Executive Director,  
Civil Service Commission