

CLERK TYPIST II

NATURE OF WORK IN THIS CLASS:

This is moderately complex typing and clerical work.

Employees in this class type with accuracy material from copy that is of any kind or form (e.g. printed, typed, or handwritten narrative or other form, involving moderate changes). Employees produce a verbatim duplicate of the copy material involving no highly complicated spacing arrangements or foreign language or specialized vocabulary knowledge. Work requires the use of some judgment as to form, arrangement, and spacing to be used. The employee receives detailed instructions regarding material to be typed in unusual cases.

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

Types letters, memoranda, reports, articles, statistical, and other material from copy or rough draft; cuts stencils.

Maintains records concerning purchase orders and requisitions; prepares payroll.

Checks computations for accuracy and makes moderately complex or varied calculations, adjustments and tabulations; prepares statistical summaries.

Fills out, types, and processes a variety of involved forms and records; reviews and types personnel action forms.

Answers telephone; greets visitors; gives out general information and/or directs inquiries to appropriate personnel.

Logs correspondence, reports, and other material showing source, destination and other identifying information.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to type at a prescribed rate of speed.

Knowledge of standard office practices and procedures and equipment.

Ability to organize and type reports, correspondence and other material in appropriate format and style, and to make moderately involved changes.

Ability to work effectively with the public and employees.

Ability to understand and follow moderately complex oral and written instructions.

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Ability to maintain records.

Proficiency in English, spelling, punctuation and grammar.

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of experience in typing and clerical work, and completion of courses in office practice and intermediate typing; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission

Pay Grade E Step 1: \$16,656 - Step 10: \$24,984