

ASSISTANT RECORDS CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is filing and clerical work of an exacting nature. It is a responsible position in that it requires assisting the higher level Records Clerk/Typist in the accurate recording and filing of documents. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in recording, indexing and filing a variety of public documents and legal papers;  
Assists in verifying contents of documents for processing related materials;  
Assists in classification, labeling and filing correspondence, reports, memoranda, statistics and other documents;  
Types a variety of material;  
Assists in devising and installing new filing systems;  
May operate work processing equipment;  
May assist the public in securing information from filed documents which are open for public review;  
May assist in maintaining records for preparation of reports;  
Performs related clerical processing;  
Performs a variety of clerical duties which may include the operation of office machines;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of the operation of alphabetical, numerical, subject and other filing systems; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures, and filing equipment and supplies; familiarity with legal forms, documents and related terminology; ability to understand and carry out moderately complex oral and written instructions; ability to write legibly; clerical aptitude.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma; or
- b) Two (2) years of clerical experience including or supplemented by a course in typing; or
- c) An equivalent combination of training and experience as indicated in a) or b).