

TYPIST I

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of standardized clerical tasks and the operation of equipment requiring the manipulation of an alphanumeric keyboard to produce printed copy. Specific duties will vary with the needs of the district, municipality, department or division. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work involves the processing of all or part of the paper work flow of an office or part of an office which involves judgment in work scheduling and the evaluation of submitted data for compliance with established criteria. Supervision over the work of others is typically not a responsibility of employees in this class. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Types forms, letters, agenda, minutes, evaluations, bulletins, transcripts, invoices, vouchers, stencils, dittoes, purchase orders, requisitions, records, payrolls, reports, index cards, time cards and similar materials;

Transcribes from copy, Dictaphone records or tapes, etc.

Types and maintains various types of records;

Receives calls and callers and gives out routine information;

Assists teachers and students with a variety of needs and requests;

Operates a mimeograph, copying machine, or other simple office machines;

Files correspondence, memoranda, reports and other materials;

Indexes materials and performs simple record-keeping tasks;

Makes entries on cards, or bills, or in ledger from original sources;

May relieve switchboard operator;

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 AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English, ability to type form clear copy of rough draft at an acceptable rate of speed; ability to understand and follow oral and written directions; ability to write legibly, clerical aptitude; mental alertness; neatness of appearance; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma including or supplemented by a course in typing; 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) and b) above.