

## RECORDS CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is exacting clerical work of a moderately difficult nature which involves a responsibility for receiving, recording, coding, filing and retrieving a variety of public records, documents and legal papers. This position differs from Records Clerk in that typing is required. Work is performed in accordance with established practices and procedures, under the supervision of a higher level records clerk or, when the position exists in a non-county, by a municipal or district administrator. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Records, indexes and files a variety of public documents and legal papers;

Verifies contents of documents for processing related materials;

Classifies, labels and files correspondence, reports, memoranda, statistics and other documents;

Secures and charges out papers and documents in accordance with a prescribed routine;

Types a variety of material;

Assists in devising and installing new filing systems;

Collates information and prepares statistical reports;

Assists the public in securing information from filed documents which are open for public review;

Assists the public in the issuance of passports and naturalization papers;

Prepares and organizes mailings to the public;

Maintains records for preparation of reports;

Performs a variety of clerical duties which may include the operation of office machines, including duplication, printing and collating equipment;

May order or purchase department supplies and perform corresponding record keeping;

May enter and edit information for the public over public access cable channels;

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: Good knowledge of the operation of alphabetical, numerical, subject and other filing systems; good knowledge of office terminology, procedures and filing equipment and supplies; familiarity with legal forms, documents and related terminology; ability to type at an acceptable rate of speed; ability to understand and carry out moderately complex oral and written instructions; ability to write legibly; clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a comparable diploma and two (2) years of office clerical or business experience, which shall have included typing experience.