



CLERK- TYPIST 3

Job Code: 123BOE (12 Month) & 123BBE (10 Month)
Bargaining Unit 01
Job Code: 123CBE (12 Month)
Bargaining Unit: 08
Effective Date: 2/24/1994

Description of Work

General Statement of Duties

Performs skilled clerical, typing and/or word processing work of a complex nature requiring the exercise of independent judgment; and performs other related duties as required.

Supervision Received

Works under general supervision of a unit, division, or department head.

Supervision Exercised

May exercise within a unit close, moderate, or technical supervision over lower level clerical staff.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Directs the independent function of a phase of a clerical operation including supervision of assigned clerical staff, preparation of correspondence, and decision making in accordance with well-established rules, policies and procedures.

Assigns, trains, supervises, and reviews the work of assigned staff.

Types and/or word processes complex, technical, or involved materials which require independent judgment and the ability to rearrange, expand, segregate or tabulate.

Operates a computer for data entry, file maintenance, reports, word processing, and information gathering and/or retrieval.

Opens, sorts, and reads incoming correspondence; answers routine and non-routine letters, proofreads, and signs outgoing correspondence as authorized by supervisor.

Receives visitors and answers telephone; determines nature of business, directs individuals to appropriate staff, searches files and supplies information, or answers questions where a considerable knowledge of the operation is necessary.

Processes routine complaints and inquiries by explanation of office policies and procedures, verification of records, correction of records, or referral to higher authority.

Organizes, compiles and maintains complete records and files of a complex and responsible nature; assembles diverse reports, statistics or surveys.

Typical Duties Performed (continued)

Processes all paperwork and documentation needed in support of an operation; ensures completeness, accuracy, and proper authorization; copies and fills out legal forms without supervision.

Distributes costs, expenses, or materials to proper accounting codes; compiles and distributes reports reflecting labor costs, material expenses, or inventory information from separate sources.

Prepares, audits, and maintains personnel/payroll records and other time-related records.

Knowledge, Skills, and Abilities

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of the policies, procedures, and services of the organization.

Considerable knowledge of grammar, spelling, and punctuation.

Considerable knowledge of word processing packages.

Considerable skill in typing and/or word processing with speed and accuracy.

Considerable ability to organize and maintain computerized and/or manual records and files.

Considerable ability to work with detailed information accurately.

Considerable ability to follow complex oral and written instructions.

Considerable ability to operate modern office equipment.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to interact effectively with employees in other units of the organization, other departments, management, outside agencies and/or the general public.

Working ability to make arithmetic computations with speed and accuracy.

Working ability to supervise the work of others.

MINIMUM QUALIFICATIONS

High school diploma or GED certificate and four years of clerical experience, at least two years of which must have been as a Clerk-Typist 2, Clerk-Stenographer 2, Clerk 2 or equivalent.