



## CLERK TYPIST 2

### FUNCTIONAL DEFINITION:

This is typing and clerical work which usually involves varied moderately complex work methods and problems. An employee in this class performs a variety of moderately complex typing and clerical duties. Work normally involves the application of initiative and independent judgment to procedural questions which are encountered, although decision made are limited by established precedents and departmental policies. The variety and difficulty of the work differs among positions, but where work is more repetitive, there is an added responsibility for finality of action taken. Supervision may be exercised over a small group of employees assisting on more routine details. Until the more difficult phases of work are learned, the employee works under moderately close supervision, but thereafter, detailed instructions are received only when changes in procedure are made.

### EXAMPLES OF WORK PERFORMED:

- Sets up and types from copy, rough drafts, or general instructions, a variety of accounting and financial statements, letters, payrolls, medical records, briefs, vouchers, departmental reports, or other materials frequently requiring independent action of judgment on problems encountered
- Composes and types form letters and other routine correspondence and prepares rough draft reports and tabulations
- Maintains less complex accounting, financial and cost records where no technical knowledge is required
- Plans, assigns and supervises a small clerical staff performing routine clerical work
- Checks forms for completeness and accuracy and compliance with procedural requirements
- Checks computations for accuracy and makes moderately complex or varied calculations, adjustments and tabulations
- Performs difficult coding of filing material and maintains a complex filing system
- Prepares requisitions and specifications from files and catalogues
- Interviews the public and employees of other departments on matters requiring the interpretation of departmental policies and regulations
- Performs related work as required

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of modern office practices, procedures and equipment
- Some knowledge of good English usage and grammar
- Some knowledge of departmental rules, procedures and functions
- Skill in setting up and typing a variety of accounting, statistical and financial statements, letters, special records and reports
- Ability to maintain moderately complex clerical records and to prepare detailed reports from such records
- Ability to make minor decisions in accordance with precedents and regulations and to apply these to work situations
- Ability to make relatively complex arithmetical computations and tabulations accurately and with reasonable speed
- Ability to plan, assign and supervise the work of a small group of employees performing routine clerical work
- Ability to understand and follow moderately complex oral and written instructions
- Ability to establish and maintain effective working relationships with other employees and the general public

### MINIMUM EXPERIENCE AND TRAINING:

One year of experience in clerical, typing, stenographic or secretarial work and successful completion of a formal training course in typing. One year of appropriate formal post high school training may be substituted for the required experience; or any equivalent combination of experience and training.