

## CLERK TYPIST III

NATURE OF WORK IN THIS CLASS:

This is complex typing and clerical work.

Employees in this class type complex materials generally involving varied spacing arrangements, foreign or specialized language, and extensive changes and insertions. Work requires the use of judgment as to form and arrangement of typewritten material and correct punctuation, spelling and grammar. Clerical work involves complex and varied procedures and processes.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may include all the duties listed, nor do the examples cover all duties which may be performed.)

Types correspondence, memorandums, reports, and related materials; reviews typed materials for accuracy of grammar, spelling, punctuation, format and placement; drafts routine correspondence.

Maintains files; inventories office supplies and equipment; prepares payroll; maintains records of activity funds; compiles statistical data and prepares periodic statistical reports; coordinates the processing and handling of incoming and outgoing mail.

Receives office callers, and refers them to appropriate personnel; answers questions or inquiries for routine information.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of business English, spelling, punctuation and grammar.

Knowledge of standard office practices, procedures and equipment.

Ability to organize and type lengthy and complex reports, correspondence and other materials in proper format and style, and to make moderately involved changes.

Ability to learn and apply organizational and procedural changes.

Ability to learn and operate standard office machines and equipment.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

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Ability to maintain records and prepare reports.

Skill in typing accurately at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of experience in typing and office clerical work and completion of courses in business English, advance typing and office practices; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director  
Civil Service Commission