

CLERK-TYPIST SERIES

Category Definition

This category includes positions where typing is the major function, where the incumbent spends a majority of the working day performing typing assignments.

Some positions at the 3 level of this series may act as unit supervisors of subordinate staff classed at the 2 level or be in charge of a small pool of positions classed at the 2 level.

Supervisory positions which do not fall into this category should be considered for inclusion in the Administrative Secretary or clerical series.

CLERK-TYPIST 1 and 2

Class Definition

Employees in this class perform a variety of typing assignments for the majority of a working day. Some typical assignments may include typing statements, memos, summaries, reports, drafts, figure typing, payrolls, receipts, mileage reports, vouchers, etc., which require proficiency in speed and accuracy. Once trained, incumbents are expected to use their own discretion in format and layout. In some positions an incumbent may be required to perform some clerical tasks as assigned such as operating duplicating or photocopy equipment, provide mail services, filing, calculations, checking, etc. However, these duties will not represent the major part of the job.

The 1 is a recruiting and training level or a level assigned to an incumbent who is not carrying out the full scope of the position. Incumbents with high school education and no experience will be hired at the 1 level.

Education and Experience

High school education with ability to pass a typing test as may be required by the Civil Service Commission.

“This information is available in alternate formats upon request”

CLERK-TYPIST 3

Class Definition

Employees in this class perform specialized or highly complex typing assignments where a superior level of proficiency, speed and accuracy is mandatory. Incumbents are expected to correct sentence structure, grammar, spelling and punctuation, determine own work priorities and perform duties independently.

Assignments may consist of setting up complex charts, tables and graphs; in some positions there is a requirement for the use of medical or legal terminology on a continuing basis; or the assignment is such that it involves considerable length, complexity and a variety of subject matter or selection of material necessary for completion of assignments. Complex or specialized assignments at this level are done on a continuous basis. The incumbent assumes full responsibility for ensuring work is complete and accurate for final presentation.

In some positions, the incumbent may be required to perform some clerical tasks as assigned, such as filing, mathematical calculations, etc., however, these duties will not represent the major part of the job.

Some positions in this class act as group leader or unit supervisor by delegating and checking work and being responsible for ensuring that production is maintained.

Performs other duties as assigned.

Education and Experience

High school education with considerable experience, or completion of formal training program where applicable, with a minimum of six months' related experience, and the ability to pass a typing test as may be required by the Civil Service Commission.