

**DISTINGUISHING FEATURES OF THE CLASS:** Work is primarily of routine nature and involves the performance of standardized clerical and stenography tasks. The work involves substantial part-time typing and stenography. Although detailed instructions are given for new or difficult assignments and practices are rather definitely fixed, employees must occasionally exercise independent judgment applying them to specific cases. Work is reviewed by immediate observation, by checking completed work or by periodic or spot checks.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Collects money and accounts for monies received;

Types reports, payroll envelopes and/or correspondence;

Takes stenographic dictation, transcribes and types correspondence;

Proofreads stencils;

Answers telephone, takes messages and makes appointments;

Sorts correspondence, vouchers and similar materials;

Files correspondence, memoranda, reports and other materials;

Makes and checks routine arithmetical computations;

Acts as receptionist, directing callers to the proper person or office and gives information of a routine nature;

May operate programmable calculators or other office machines;

Uses computer applications or other automated systems, such as word processing, spreadsheets, data base and other pertinent software in performing work assignments;

Indexes materials;

Assists in taking inventories;

Maintains records and prepares simple reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Some knowledge of office terminology, procedures and equipment; Some knowledge of business arithmetic and English; Ability to understand and follow oral and written directions; Ability to get along will with others; Ability to write legibly; Ability to take dictation and type the transcription at a reasonable rate of speed; Ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; Clerical aptitude; Mental alertness; Neat appearance; Tact and courtesy; and Good judgment.

MINIMUM QUALIFICATIONS:

There are no academic or experience qualifications for this title. To be eligible for appointment, candidates must demonstrate entry level clerical aptitude and competence by successfully participating in an entry level clerical examination **and** typing and stenographic performance tests .