

DISTINGUISHING FEATURES OF THE CLASS: Work is primarily of routine nature and involves the performance of standardized clerical and typist tasks. The work involves substantial part-time typing. Although detailed instructions are given for new or difficult assignments and practices are rather definitely fixed, employees must occasionally exercise independent judgment in 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, payrolls, envelopes and/or correspondence;

Proofreads;

Answers telephone, takes messages and makes appointments;

Sorts correspondence, vouchers and similar materials;

Makes and checks routine arithmetical computations;

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

Operates photocopier, adding machine, and other office equipment;

Indexes materials;

Assists in taking inventories;

Maintains records and prepares simple reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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 well with others; ability to write legibly; ability to type at a reasonable rate of speed; clerical aptitude; mental alertness; neat appearance; tact and courtesy; and good judgment.

MINIMUM QUALIFICATIONS:

Demonstrated typing skills and spelling competence.