

CLERK TYPIST

PURPOSE AND NATURE OF WORK

Positions in this class perform clerical and office tasks requiring substantial application of relevant sections of ordinances, codes, policies, procedures as well as independent use of accepted office administration practice. The class differs from the Clerk II by skilled typing duties, and from the Secretary I by the latter's service as secretary to a manager, as well as its transcription or detailed word processor skills. Incumbents work under direction of clerical or technical supervisors and have no supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Serves, with substantial independence as the clerical, record keeping and office staff for a division, including preparation of time sheets, purchase requisitions, budget revisions, ordinances, correspondence, forms, permits, licenses and related matters according to established procedure. Greets visitors, customers and callers, provides timely, effective response or directs citizen to appropriate official. Opens and routes correspondence, establishes and maintains files; stores, retrieves and destroys records according to Records Management policy. Monitors and updates agency budget changes and records according to Budget Office guidelines. Operates standard office machines, calculators, computers, printers and related.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of business English, spelling, punctuation, and arithmetic.

Knowledge of City / Parish office procedures including, purchasing, payroll, budget, and record management.

Knowledge of applicable portions of ordinance, codes, rules, regulations, policies and procedures as required to enable agency to provide efficient service.

Ability to read, comprehend and apply written instructions and guidelines

Ability to perform repetitive clerical tasks without excessive error.

Ability to perform arithmetic calculations accurately.

Ability to clearly explain and communicate applicable rules, ordinances and related to public, officials and employees.

Ability to form and maintain effective working relationships with public and employees and maintain a courteous and tactful manner with difficult customers.

DESIRABLE TRAINING AND EXPERIENCE

Completion of High School supplemented by vocational training in office skills and experience in general clerical work requiring typing, or an equivalent combination of education and experience.