

CLERICAL TECHNICIAN (Basic)

PURPOSE: To provide clerical and secretarial services.

FUNCTIONAL AREAS:

1. Provide typing services covered by standard practice or procedure.
 - * A. Gather, analyze and prepare data for reports.
 - * B. Arrange materials for typing.
 - * C. Perform typing of letters, documents, reports, warrants, bills, assessment and bond rolls, schedules, payrolls, permits, agendas, and statistical data from rough drafts, marginal notes or verbal instructions.
 - * D. Check typewritten materials and correct errors.
2. Maintain office records.
 - * A. Record and calculate time worked by employees.
 - * B. Calculate and record figures.
 - * C. Add items and balance totals.
 - * D. Calculate charges, process payments, provide receipts, and make deposits.
 - * E. Prepare, check, and record invoices, bills, vouchers, and payroll data.
 - * F. Check and record statistical data.
 - * G. Manage and maintain records of small petty cash accounts.
3. Provide service to the public,
 - * A. Perform receptionist duties including answering telephones, attending counter, and providing routine information or referring customers to the proper party.
 - * B. Provide forms and applications to customers.
 - * C. Distribute documents to other offices.
 - * D. Provide explanations of legal regulations and procedures.
 - * E. Issue licenses and permits according to standard policies.
 - * F. Arrange committee meetings.
 - * G. Refer unresolved inquiries to proper officials.
4. Provide general secretarial and clerical services.
 - * A. Create and maintain fills, including comparing, matching, sorting, consolidating, alphabetizing, indexing, filing and retrieving.
 - * B. Prepare materials for mailing, including addressing, stuffing, sealing, and weighing envelopes.
 - * C. Maintain inventory records, card indexes, mailing lists, calendars, visible and loose leaf files, manuals and other records.
 - * D. Prepare checks, legal descriptions, and statements.
 - * E. Process mail and other correspondence by receiving, opening, time stamping, checking, registering, distributing, dispatching and filing.
 - * F. Requisition, maintain, and distribute office supplies and equipment.
 - * G. Maintain records of contracts, work reports, and personnel reports; and prepare statements from such records.
 - * H. Operate equipment, including copiers, calculators, adding machines, addressing and transcribing equipment, and computers.

JOB REQUIREMENTS

Education & Experience Requirements

- † One (1) year of verifiable education and/or experience which demonstrates possession of the knowledge, skills, and abilities listed below.

Knowledge Requirements

- † A. Knowledge of office methods, procedures, and equipment.
- † B. Knowledge of alphabetizing, indexing, and filing methods.

Skill Requirements

- † A. Skill in typing from clear copy at a rate of not less than 40 net words per minute.

Ability Requirements

- A. Ability to learn to transcribe.
- † B. Ability to spell correctly and to use proper grammar.
- † C. Ability to make comparisons and computations quickly and accurately.
- † D. Ability to understand and carry out oral and written instructions.
- † E. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
- F. Ability to understand questions and to provide clear, satisfactory explanations.

* Essential functions of the job

† Job requirements necessary on the first day of employment

HR: JA	Union: Basic	EEOC: Office/Clerical	CSB: 19951003	Class No: 4419
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