

DUTIES DESCRIPTION RECORD

DEPARTMENT TITLE	CLERK TYPIST-COMMERCIAL OFFICE VACATION RELIEF	DDR 91-01119
CLASS CODE	1358	CLASS TITLE <i>Administrative Clerk</i>

Summary Duties

On a vacation relief basis, types from written or typewritten copy, correspondence and miscellaneous office forms, orders, and statements; opens, sorts and distributes incoming mail; sorts and files various documents; performs miscellaneous clerical duties related to the billing and bookkeeping activities of the Commercial Division, such as computing and posting billing data, checking cashier stubs, and giving information to customers and employees in connection with such data; and performs related duties.

No individual position on this Duties Description Record may be occupied for more than 25 weeks (175 calendar days) in any consecutive twelve month period. Section 5.6 (Holidays) inapplicable. Paragraphs (3), (4), and (5) of subsection (a) and subsections (b) and (e), Section 5.7 (Absences from Duty) inapplicable.