

DUTIES DESCRIPTION RECORD

DEPARTMENT
TITLE

CLERK TYPIST - A

DDR 93-13637

CLASS
CODE

1358

CLASS
TITLE

Administrative Clerk

Summary Duties

Performs a variety of clerical and typing duties occasionally requiring use of independent judgment; operates typewriter, teletype, computer terminal and similar keyboard equipment; prepares records and reports; instructs others in work methods and changes; may lead a clerical function; and performs related duties.

Illustrative Duties

Performs typing and clerical duties such as preparing and maintaining personnel, bookkeeping, material, service and other records; operates typewriter, teletype, computer terminal and similar keyboard equipment; proofreads finished copy and corrects own and work of others; types technical copy and performs statistical typing requiring layout of statistical tables; files, sorts, indexes, extracts and otherwise maintains files or filing systems; compiles information and data from various sources into records and reports; compares and matches forms and documents; applies proper account, requisition, authorization and other numbers and codes; posts, records and otherwise transfers and converts data from one form to another; compares and matches forms and documents; communicates with others inside and outside the Department to exchange routine information; reconciles clerical discrepancies.

Operates office machines necessary to accomplish tasks; makes basic arithmetic calculations, may instruct others in clerical work methods and changes thereto, may lead a clerical function; relieves at other clerical desks as required.