

ORANGE COUNTY CLASS SPECIFICATION

TITLE: TYPIST I **GRADE:** 4
TITLE ABBREVIATION: TYPIST I **TITLE NO.:** 6772
JURIS. CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE
DEPARTMENT: VARIOUS **DIVISION:** _____
SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for typing and clerical tasks of routine difficulty. Specific duties vary with the needs of the department. Employees in this class receive detailed oral and/or written instructions on new assignments and work is subject to review. Work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Uses word processing software or typewriters to compose correspondence, reports, rosters, envelopes, file cards, lists, payrolls, vouchers and other materials from draft or recorded dictation;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;

Sorts, indexes and files correspondence, reports, memoranda and similar materials;

Operates standard office equipment such as calculators, fax, photocopiers, metered mailed machines, or computer terminals and printers;

Answers telephone and gives out routine information;

Maintains and processes simple records;

Opens incoming mail, date stamps, and distributes it to appropriate staff;

Checks reports and records for clerical accuracy;

May maintain office supply records and prepare requisitions for same;

May maintain time and attendance records;

May act as receptionist, directing callers to the proper source of information;

May compose routine correspondence or minutes from meetings from verbal instructions, written notes, dictation, or taped recordings;

May assist in various clerical work and/or simple calculations relative to the functional activities of the department in accordance with established processes and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of English and business math; working knowledge of office terminology, procedures and equipment; ability to keyboard at a rate of 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to maintain neat and legible records; ability to follow oral and written instructions; clerical aptitude; accuracy; dependability; neatness; physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS: None are required.

NOTE: A keyboarding test to show proficiency at 35 words per minute will be required.

05/15/06