

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** TYPIST II **GRADE:** 5

**TITLE ABBREVIATION:** TYPIST II **TITLE NO.:** 6774

**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 the performance of clerical and keyboarding tasks of a moderate level of difficulty requiring a general understanding of specific policies and procedures. Independent judgment may be exercised; unusual problems or situations are referred to a supervisor before action is taken. This class differs from that of Typist I in the degree of difficulty of the work being performed and the increased level of responsibilities. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

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

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

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

Types, processes, checks, codes and files requisitions, claims, vouchers, bills and receipts;

Prepares routine correspondence on matters where policies and procedures are well defined;

Replies to requests for routine information either in person, on the telephone, or in writing;

Maintains and processes a variety of office files and records;

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

May prepare and assemble consultant contracts and/or check for accuracy and completeness;

May maintain time and attendance records;

May act as a receptionist, directing callers and making appointments;

May maintain inventory, order supplies and perform related functions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures and equipment; good knowledge of English and business math; computer skill involving computer applications such as word processing, e-mail, calendar, spreadsheets or other database software; ability to follow oral and written directions; ability to get along well with others; ability to meet and deal with the public; ability to demonstrate proficiency in keyboarding; ability to maintain neat and legible records; clerical aptitude; good judgment; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**NOTE:** Computer literacy will be evaluated during the probationary period.

**REVISED:** 01/03/23 dmc