

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: TYPIST (SPANISH/ENGLISH SPEAKING)

TITLE #: 1718

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for typing and clerical tasks of routine difficulty. Incumbent must be fluent in both English and conversational Spanish to perform the duties of the position. Specific duties vary with the needs of the department. The work includes responsibility for written translation of letters, etc. from English to Spanish. Work is performed under direct supervision from an administrative employee of higher rank. 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 rough notes, etc;

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 material;

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

Places/answers telephone calls to request and gives routine information in English and/or Spanish;

Maintains and processes simple records;

May open, sort and distribute incoming mail and post outgoing mail;

Check reports and records for clerical accuracy;

Fills requests for applications, forms, cards, etc., and answers routine questions for completing them;

May maintain office supply records and prepare requisitions for same;

May maintain time and attendance records;

May act as a 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 types of clerical work and/or simple calculations relative to the functional activities of the department in accordance with established processes and procedures.

FULL PERFORMANCE KNOWLEDGES, 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 thirty-five (35) words per minute; ability to demonstrate a working proficiency in Spanish; ability to effectively use computer equipment 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 demands of the position.

MINIMUM QUALIFICATIONS: None are required.

NOTE: Ability to speak, understand and write conversational Spanish will be evaluated during probationary period.

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

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 5.24.2021 AT