TYPIST

Minimum Qualifications: A.   Graduation from high school or possession of a high school equivalency diploma

                                                  OR

                                          B. One (1) year of clerical office experience.

Reports to: Building Principal

Essential Job Function-Distinguishing Features of the Class:

This class includes a wide group of positions involved primarily with typing, clerical and related tasks of a standardized nature. Supervisors are available for consultation concerning new or difficult assignments. Work is reviewed by immediate observation, cross checking, periodic or spot-checking or another step in the clerical process. A Typist does related work as required.

Performance Responsibilities-Typical Work Activities:

1. Types, sorts, indexes and files mail, requisitions, ledger cards and other materials.
2. Pulls materials from files, makes simple file searches and maintains charge-out records.
3. Types, issues and records applications, licenses, permits and certificates.
4. Collects fees and accounts for monies received.
5. Types records and reports and checks for clerical accuracy, completeness and proper extension.
6. Answers telephone and gives out routine information.
7. Types and maintains time records and payroll data.
8. Makes out working papers and attendance sheets.
9. Acts as receptionist.
10. Schedules appointments.
11. Prepares a variety of records and reports.
12. Types care histories and medical reports.
13. Operates copy machines, computing, data entry, and other office machines.
14. Makes entries on control cards or in ledger from original sources.
15. Makes arithmetical computations, compiles and types simple statistical reports.
16. Types materials from copy, rough draft, oral recordings and other detailed instructions.
17. May scan source documents and transcribe data.
18. May locate proper source data files and makes changes, additions, reformat, and/or corrects errors.
19. May manipulate keys and switches to program the machine to a special format
20. May search and extract data from computerized records.

Full Performance Knowledges, Skills, Abilities, and Personal Characteristics:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English, ability to type and operate computers accurately at an acceptable rate of speed, ability to understand and follow oral and written instructions, ability to get along well with others, ability to write legibly, clerical aptitude, mental alertness, neatness, accuracy, tact and courtesy, physical condition commensurate with the demands of the position.

Terms of Employment: 12 month employee

Evaluation: Performance is evaluated by the Building Principal

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.
5/2014