

MAJOR FUNCTION

This is routine, non-technical, clerical work that is performed in accordance with prescribed and well-established procedures. Work is subject to close supervision with detailed instructions given before assignment of work. Assignments are reviewed upon completion or through procedural arrangements within a department.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Types routine correspondence, memoranda, reports, orders, and other office documents from rough drafts, transcribing machines, notes, and oral instructions in rough, and finished copy. Sorts, grades, verifies, files, and pulls from files materials and documents such as correspondence, reports, purchase orders, case records, statistical records, cards, and other records according to number, name, alphabet, invoices, group, code, or other prescribed procedures. Receives, opens, dates, records, sorts, and distributes incoming mail consisting of a variety of materials and documents. Maintains files such as index card files, record files, folder files, and control files with coding systems, output cards, tab guides, and other controlling devices which include sorting, mending with tape, stapling, removing staples from documents, and storage of these records for safe and permanent keeping. Prepares incoming and outgoing mail by stuffing materials into envelopes, wrapping, binding, and tying packages. May answer telephone, operate other simple office machines such as adding machines, copiers, and other general office machines with such accuracy as can be acquired from their use on the job and not from any skills possessed before employment. Performs related work as required.

Other Important Duties

May deliver and pick-up correspondence. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Some knowledge of business English, spelling, and arithmetic. Some knowledge of office practices and procedures. Ability to understand and follow oral and written instructions. Ability to make arithmetic computations and tabulations accurately and with reasonable speed. Ability to learn assigned clerical tasks and readily adhere to prescribed routines. Skill in typing accurately from rough draft or plain copy. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate.

Necessary Special Requirements

Ability to type at the rate of 35 correct words a minute. The typing requirement may be waived for designated positions allocated to this class.

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