The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.
Class Title: Clerk Typist III

Class Code: 1063
Pay Grade: 508

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name or functional area.

2. Knowledge of institutional and unit policies, processes and forms.

3. Knowledge of grammar, spelling, punctuation, capitalization, format, clerical procedures, and proofreading techniques.

4. Knowledge of technical terminology and symbols specific to the area of work.

5. Skill in utilizing computer packages and online systems. Ability to learn specific software programs that may assist in technical typing responsibilities.

6. Skill in operating office equipment.

7. Skill in creating tables, graphs, charts, and structures, and performing fast, accurate typing.

8. Ability to sit at a desk and concentrate visually for prolonged periods of time.

9. Ability to communicate effectively with staff, students, and the public.

10. Ability to follow oral and written instructions and apply institutional and other policies accurately.

11. Ability to gather, evaluate, and display data in appropriate format and keep accurate records.

12. Ability to organize and prioritize multiple tasks.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Ability to type at a minimum speed of 40 net words per minute, and

2. Any combination of related clerical office experience, related undergraduate education and/or post high school clerical training that is the equivalent to two years of full-time employment and includes the use of word processing.

REVISION EFFECTIVE: December 1, 2002