

TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the performance of standardized clerical tasks involving the full-time or substantial part-time operation of a typewriter. Detailed instructions are given for new or difficult assignments. Employees in this class may be assigned to work on word processing equipment to produce acceptable copy by manipulating an alphanumeric keyboard and reviewing information on a display screen. The amount of time spent on this type of equipment depends upon the operator's capability on the job requirements for its efficient operation. An employee in this class may be required to undergo training to develop and/or increase skills in the operation of word processing equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Types forms, form letters, transcripts, invoices, vouchers, records, medical charts, payrolls, title searches, judgments, lis pendens, reports, index cards, time cards, and similar materials;
- Transcribes dictaphone cylinders and/or longhand copy including medical histories;
- May operate word processing equipment to produce acceptable copy by manipulating an alphanumeric keyboard and reviewing information on a display screen;
- Relieves telephone switchboard operator and employees waiting on the public;
- Addresses envelopes on a typewriter;
- Cuts mimeograph stencils;
- Types and maintains various types of records;
- Files correspondence, memoranda, reports, and other materials;
- Operates a mimeograph or other simple office machines;
- Indexes materials and performs simple record keeping tasks;
- Makes entries on cards, or bills, or in ledger from original sources.

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 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.

MINIMUM QUALIFICATIONS:

- Either -** (A) Graduation from high school or possession of a high school equivalency diploma;
- Or** (B) Two years of clerical experience;
- Or** (C) An equivalent combination of experience and training as outlined in (A) and (B) above.

NOTE: Candidates must possess verifiable training and/or experience in typing to qualify to take this exam.

SPECIAL NOTE: Applicants seeking employment in this position may be required to provide verifiable training and experience in the operation of word processing equipment to receive an appointment to a position where such skills are a prerequisite to the satisfactory performance of the work.

Competitive Class (FT)

Non-Competitive Class (PT)

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