



CLASS SPECIFICATION

CLERK, 1141 CLERK STENOGRAPHER, 1321 CLERK TYPIST, 1358

1-11-91

Summary of Duties: Employees in these classes perform general office clerical work which may require some independent judgment and do related work. Clerk Typists and Clerk Stenographers type various correspondence and reports. In addition, Clerk Stenographers take and transcribe dictation. Employees in all three classes receive general supervision.

Distinguishing Features: Incumbents of all three classes perform work which varies from routine and repetitive tasks to those requiring some independent judgment. They normally follow established procedures.

Employees in these classes may meet the public and other City employees. They may also help to train other clerical employees.

Clerk Typist and Clerk Stenographers work in positions using a computer, word processor, or typewriter in which speed and accuracy are important. Clerk Stenographers also take and transcribe dictation.

Examples of Duties: Clerk:

- Does general office clerical work requiring some independent judgment, such as:
 - Sorting, classifying, indexing, cross referencing, and filing correspondence, reports, and other documents.
 - Using documents such as manuals, catalogs, files, legal records, microfilm, and computer printouts to find necessary information.
 - Assisting citizens, in person or by telephone, and referring them to proper sources.
 - Answering questions and records requests and complaints.
 - Receiving applications for permits and licenses and checking them for errors.
- Transfers information from documents such as time reports, applications, invoices, and requisitions to control records or statements.
- Proofreads reports for errors in typing, spelling, punctuation, grammar, capitalization, and vocabulary.
- Operates various office machines including photocopiers, collators, telephone facsimile machines, cameras, and related equipment.
- Acts as a receptionist.
- Maintains personnel records and prepares a variety of personnel documents.
- Takes inventories and prepares requisitions for supplies.
- Assembles materials for mailing or shipping.
- Operates a telephone switchboard.
- May perform limited typing, such as occasionally filling in forms or permits.

- May operate a computer terminal to access or enter data.
- May pick up or distribute materials to others.
- Sometimes may do other work for training purposes or to meet technological changes or emergencies.

Clerk Typist: In addition to the above:

- Types letters, reports, statistical and financial tables, and other documents from original or corrected copy, rough draft, or dictating machine records.
- Writes routine correspondence by following general instructions as to content or referring to previous correspondence.
- Operates word processing or other computer terminals which use a standard typewriter keyboard.
- May work at a circulation desk at a public library.
- May handle cash transactions.

Clerk Stenographer: In addition to the above:

- Takes and transcribes dictation.

Qualifications:

<u>Knowledge's:</u>	<u>Clerk</u>	<u>Clerk</u>	<u>Clerk</u>
	Good	Stenographer	Typist
		Good	Good
Correct punctuation, spelling, and grammatical usage.	Good	Good	Good
Basic arithmetic.	Good	Good	Good
Commonly used office machines.	General	General	General
Office practices, including filing, indexing, and cross-referencing methods.	General	General	General
Basic Bookkeeping practices.	General	General	General

Abilities:

Perform moderately complex clerical work.	X	X	X
Use judgment in organizing and completing assigned work efficiently.	X	X	X
Learn and apply specific laws, rules, policies, regulations, and procedures.	X	X	X
Deal tactfully and effectively with the public and other employees.	X	X	X
Pay close attention to detail.	X	X	X

Type at a speed and level of accuracy within acceptable City standards.	X	X	X
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Take dictation at a speed and level of accuracy within acceptable City standards.	X	X	X
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Minimum Requirements: All Classes:

Graduation from high school is desired but not required.

Physical Requirements: All Classes:

Persons in these classes must be able to lift at least five pounds and sometimes over fifteen pounds. Employees must have good speaking and hearing abilities and good eyesight. Some positions require frequent or extended standing or frequent bending, stooping, and reaching.

Persons with a medical limitation may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person’s limitations, the requirements of the position, and the appointing authority’s ability to effect reasonable accommodations to the person’s limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.