

LANCASTER COUNTY
CLERK TYPIST II

2712

NATURE OF WORK

This is responsible clerical work which includes the skilled use of a typewriter or word processor.

Work involves responsibility for the performance of relatively complex clerical operations which require the exercise of judgment based upon knowledge gained through experience. Work also includes the maintenance of various record systems in accordance with established precedent and departmental policy including departmental payroll, accounting and financial information, office supplies inventory, and statistical information for making personal work determinations. The variety and difficulty of work differs among positions; where work is more repetitive, there is an added responsibility for finality of action. Supervision is received from a technical or administrative superior. Until more difficult phases of work are learned, employees work under close supervision, but thereafter, detailed instructions are received only upon the implementation of changes in procedures and on unusual or difficult matters. Supervision may be exercised over a small number of employees assisting with routine details. Speed of typing is not a factor in distinguishing this class from Clerk Typist I, but rather the added complexity, responsibility, and discretion of the clerical and typing assignments.

EXAMPLES OF WORK PERFORMED

Type forms, accounting and financial statements, letters, payrolls, receipts, vouchers, department reports, permits, and other materials from rough drafts, dictating machines or instruments; utilize independent action and discretion in disposing of minor problems encountered; file a variety of documents according to established procedures.

Act as receptionist; answer written and oral requests and inquiries for information; receive telephone and personal calls and route to the proper employees; may act as secretary where shorthand is not required.

Compose and type routine correspondence requiring knowledge of departmental operations and regulations.

Perform routine computations and post statistical and other records requiring knowledge of office operations; follow up on discrepancies by personal contact or correspondence.

Perform clerical duties involved in the preparation of complaints and collection of data to be used in court.

Enter recorded information into computer terminal; retrieve information from computer files; organize and maintain word processing files within a computer terminal system. Post financial information to account ledgers; assist in preparation, processing and documentation of payroll.

Operate a telephone/radio dispatch unit for the purpose of receiving and dispatching information to field units.

Operate standard office machines and equipment.

Maintain files of employee work records, departmental expenditures and a variety of office records of similar difficulty and complexity.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of business English, spelling, and commercial arithmetic.

Knowledge of modern office equipment, practices, and procedures.

Ability to communicate effectively both orally and in writing.

Ability to make sound judgments in making decisions in accordance with departmental rules, regulations, and policies.

Ability to deal with the public tactfully and courteously and to work harmoniously with other employees.

Ability to make arithmetic computations and tabulations with speed and accuracy; file and maintain office records; and operate common office machines.

Ability to proficiently type at least 40 words per minute net after errors.

Skill in the operation of a typewriter/word processor.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent including or supplemented by courses in business practices and experience in general typing/word processing and clerical work.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent including or supplemented by courses in business practices and some experience in general typing/word processing and clerical work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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