

NEW CASTLE COUNTY GOVERNMENT

Number 0020

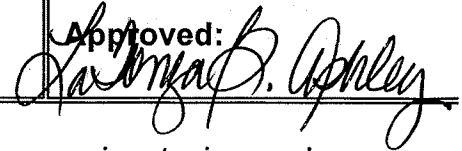
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CLASS SPECIFICATION

Date 02/25/09

Title: CLERK TYPIST

Approved:



GENERAL STATEMENT OF DUTIES: Performs a variety of word processing, typing, and general routine office tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs routine office and clerical work which requires typing and data entry and reporting using a personal computer. Detailed instructions are given for new or difficult assignments and work is reviewed in process or upon completion for accuracy. The work requires limited judgment and as experience is gained, less detailed instructions will be given on routine matters that can be handled through prescribed procedures. A Clerk Typist may proofread the work of others for accuracy but does not exercise direct supervision except on occasion.

EXAMPLES OF WORK: (Illustrative only)

- Prepares letters, memoranda, reports, legal notices, statistical tables, trial calendars, and other related materials;
- Proofreads final products for accuracy;
- Answers telephone, greets visitors, and directs callers and visitors to the proper person or office;
- Files correspondence, memoranda, reports, and other materials alphabetically, numerically, or by other predetermined classification;
- Maintains records as necessary;
- Maintains personnel, leave, and attendance records and prepares time entry reports;
- Operates various types of office machines;
- Sorts, stamps, records, files, and scans contracts and other legal documents;
- Prepares invoices from information furnished;
- Waits on counter, receiving payment or documents, issuing receipts, and answering questions;
- Screens documents for completeness and accuracy;
- Indexes, records, and scans documents and proceedings in accordance with prescribed procedures;
- Prepares legal documents;
- Researches legal records and furnishes information to attorneys and the general public;
- Clips newspaper articles and maintains files for them;
- Maintains files, indexes, and a library of work samples processed on equipment;

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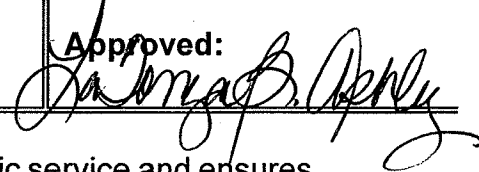
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CLASS SPECIFICATION

Date 02/25/09

Title: CLERK TYPIST

Approved:



- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of office terminology, procedures, and equipment and of business mathematics and English; ability to operate a personal computer, and other related equipment using current software programs; demonstrated ability to type at a minimum of 40 words per minute with accuracy; ability to understand and follow oral and written directions; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or GED including or supplemented by courses in computer keyboarding and/or software; or equivalent experience, education or training directly related to the required knowledge, skills and abilities.

PREFERRED REQUIREMENT: Preference will be given for experience in Microsoft Office applications.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background check.

HISTORY OF REVISIONS:

Established: 01/15/66
Revised: 07/01/73
Revised: 07/01/87
Revised: 09/26/88
Revised: 04/12/93
Revised: 06/17/96
Revised: 07/01/97
Revised: 11/01/98
Revised: 05/01/03
Revised: 02/25/09