

OFFICE CLERK - Option D (Clerk-Typist)

FUNCTION

Performs general journey level clerical work.

DISTINGUISHING CHARACTERISTICS

This is a journey level class for general clerical positions. Appointment to this level requires that the incumbent have experience in performing general office tasks and need only a short introduction to the specific procedures, forms and processes of the assigned position. Positions in the other general work areas of Option B - Legal Process Clerk; Option D - Clerk Typist; and Option E - Communications may perform many, or all, of the office functions listed under Option A - General in the accomplishment of assignments. While specific options are listed below, Office Clerk positions may occur in a variety of work areas and recruitment requiring knowledge of those of those work areas may be made.

SUPERVISION RECEIVED

The work of a journey-level Office Clerk is performed under immediate to general supervision of a higher level of authority. The Office Clerk receives on-the-job training which is performed under immediate supervision of a higher level of authority; however, as skill and experience are gained in fulfilling routine duties, increasingly independent action may be authorized. Work is reviewed through observation and evaluation of work performance and tasks completed by the incumbent.

SUPERVISION EXERCISED

May exercise technical and/or functional supervision of new or less experienced Office Clerks.

EXAMPLES OF WORK PERFORMED / ESSENTIAL FUNCTIONS

An employee in this class series will receive a work assignment to Option D - Clerk Typist. Although an employee is assigned to this work specialty area, the employee may perform many, or all, of the office functions listed in Option A - General in the accomplishment of assignments. Due to the nature of the work assignment, the following examples of work may not be listed in order of importance/priority.

OPTION D: CLERK TYPIST:

1. Sets up and types from copy, rough draft, or general instructions, forms, accounting and financial statements, letters, payrolls, receipts, vouchers, departmental reports, permits, articles, tabulations, bulletins, manuals, or other materials.
2. Types or fills in leases, financial statements, legal documents, reports, vouchers, journal sheets, requisitions, payrolls, or expense accounts from clearly indicated sources.
3. Composes and types form letters and other routine correspondence, and prepares rough draft report narratives and tabulations.
4. As assigned, may receive and transcribe oral dictation (oral and machine), consisting of correspondence, memoranda, reports, legal documents, specifications, and other materials.
5. Processes, sorts, checks for accuracy and files applications, purchase orders, financial records, tax records, legal documents, and other records and documents in accordance with established systems.
6. Makes postings to various clerical, fiscal and other records according to standard procedures.
7. Makes tabulations of posted data and arithmetic calculations.
8. Indexes and files.
9. Attends a counter or reception desk.
10. Operates telephone equipment.
11. Receives incoming telephone calls.
12. Supplies information.

13. Issues materials upon request.
14. Maintains routine inventory records.
15. Collects monies.
16. Performs special assignments as requested.
17. Performs related work as required.

OPTION A: GENERAL:

1. Picks up, assembles and sorts information to be typed.
2. Types forms, letters, reports, and file cards from drafts, dictaphone or rough copy.
3. Completes forms and makes file cards, taking information from other sources.
4. May compose simple letters in following up previous work, obtaining or updating information and making notifications.
5. Proofreads, verifies and checks the work for completeness and accuracy, and resolves errors and omissions.
6. Makes copies, collates and routes the completed documents as directed.
7. Gathers, sorts, alphabetizes, or numbers information.
8. Lists data on indexes and cross-reference systems and enters information and documents into established filing and data systems.
9. Uses indexes and researches information.
10. Assembles, sorts and tallies information for reports.
11. Prepares statistical reports from tallies, logs, and information on file.
12. Insures files and reports are complete and current.
13. Prepares follow-up letters or calls to obtain additional information when department correspondence has been unanswered.
14. Meets the public and receives phone calls and may act as a division or department receptionist.
15. Answers questions concerning department procedures.
16. Elicits information to complete forms and applications or directs the query to an individual or department as appropriate.
17. Opens and routes mail.
18. Takes messages and passes information to those who might need it.
19. Meets established deadlines and informs concerned parties of deadlines and appointments.
20. Enters information into the computer via computer terminals.
21. Records the use of materials and prepares purchase orders for supplies.
22. Verifies bills and invoices.
23. Maintains an inventory of materials on-hand and notifies the supervisor when supplies are needed.

- 24. Operates common office machines to include computer keyboards and related peripheral equipment. Performs routine maintenance.
- 25. Performs special assignments as requested.
- 26. Performs related work as required.

WORK CONTACTS

Regular contact with associate personnel, other county departments, outside agencies, the general public, and others as required during the performance of work assignments to include, but not limited to, providing explanations, coordinating activities, gathering required information, responding to inquiries, and resolving complaints.

CONDITIONS OF WORK

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work may also be subject to traveling and irregular hours in order to perform work assignments. May involve lifting of objects weighing less than 25 lbs. and occasional - frequent lifting of objects weighing 25 - 50 lbs.

All employees of Mohave County are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. All employees are considered to be available for these types of events and will immediately respond, in accordance with County Emergency Operations Plan, when directed by the Chairman of the Mohave County Board of Supervisors, County Manager, the Homeland Security/Emergency Management Coordinator, or when directed by his department director/elected official and/or immediate supervisor. Such call to respond and assist may involve those activities assigned to his regular job responsibilities and incorporate other non job related duties as necessary and required of an employee to respond to the emergent matter at hand. An employee's response to these matters may require the working of unusual, long hours over a possibility of an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and department director/elected official to discuss their requirement for response.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Practical knowledge of:

- English grammar, spelling, and arithmetic.
- standard office practices, procedures and equipment.
- filing and information systems.

Basic knowledge of:

- computing literacy to include use of electronic spreadsheet and word processing applications.

Skill in:

- efficiently operating and utilizing modern office machines as necessary to include typewriters, fax transmittal machines, calculators, and the use of computer keyboards and related software and peripheral equipment.

Ability to:

- use good judgement to solve work problems through established guidelines.
- understand departmental information encountered in the performance of responsibilities.
- exercise courtesy and tact in dealing with the public and public officials and maintain confidentiality.
- work independently in completing assigned tasks accurately and in maintaining standard correspondence, files, and reports of the assigned area.
- work and communicate effectively with all people contacted in the work.

--understand and carry out written and oral instructions.

--type accurately and at a speed necessary to fulfill job responsibilities.

ACCEPTABLE EXPERIENCE AND TRAINING

Any acceptable combination of education and experience equivalent to graduation from high school and one (1) year of useful experience in performing general clerical/office work (Previous experience related to the assigned department/area preferred). OR an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

NECESSARY SPECIAL REQUIREMENT

A requirement of proficiency to type 40 words per minute (wpm) may be necessary. As some assignments may require driving as part of the assigned work, an individual may be required to possess and maintain a valid driver's license and provide acceptable driving history at no cost to the County.

OPTION D: CLERK TYPIST: Some work assignments require taking **shorthand at 70 words per minute.**

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Clerical/Technician/Paraprofessional
FLSA STATUS:	Non-Exempt (Classified/Unclassified)
CLASS CODE:	6504
RANGE:	98-17
EFFECTIVE DATE:	October 1, 1991
REVISED DATE:	February 19, 1994
REVISED DATE:	March 19, 1998