

TITLE: CLERK TYPIST
LEVEL: GRADE 5 \$12.84hr - \$18.26/hr
DEPARTMENT: PARKS, RECREATION & BEACHES

FUNCTION: Performs a variety of clerical duties requiring a degree of decision and knowledge of the functions of the department.

SUPERVISION RECEIVED: Works under the general supervision of higher-grade employee(s).

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Compiles data and operates computer to maintain business records and reports. Types reports, business correspondence, application forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone, and performs similar duties. Answers telephones and maintains multiple files. Computes amounts using calculator, examines documents for correctness, maintains files, and assists the public and other departments with inquiries. Provides clerical support as required.

EDUCATION AND EXPERIENCE: Graduation from a high school or GED equivalent and experience with general office procedures such as typing, filing and data processing. Must be computer literate. Ability to access, input and retrieve information from a computer.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

TOOLS AND EQUIPMENT USED: Personal computer, including word processing software, calculator, telephone, typewriter, fax and copy machines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT: Work is performed mostly in office settings with air conditioning and fluorescent lighting. Noise level can be high as the office is active with phone calls and walk-in constituents.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.