



JOB TITLE	DEPARTMENT	REPORTS TO
Clerk Typist	Transportation	Director of Transportation

<b>Position No:</b> 78093	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C17	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b>

JOB GOAL
This position involves working with a variety of clerical tasks that may require independent judgment and knowledge of rules, regulations and procedures.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent</li> <li>2. Knowledge of Business English, spelling, punctuation, mathematics and modern office practices and procedures.</li> <li>3. General office skills, word processing and data entry proficiency tests.</li> <li>4. T.A.B.E. test (AA/AS or higher will satisfy)</li> <li>5. Ability to perform the functions of the position.</li> </ol>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To type correspondence, memoranda, reports and other documents.</li> <li>2. To arrange appointments.</li> <li>3. To sort and distribute mail.</li> <li>4. To sort and file in accordance with established filing system.</li> <li>5. To answer incoming calls and make proper transfers; place outgoing calls as well as inter-office calls as required.</li> <li>6. To keep records of calls and follow-up.</li> <li>7. To greet and direct visitors to proper offices.</li> <li>8. To answer routine non-technical questions and refer other questions to the proper persons.</li> <li>9. To furnish information to the public as directed.</li> <li>10. To gather information from various sources for use by others in answering correspondence or preparing reports.</li> <li>11. To keep records, prepare summaries, and compile reports.</li> <li>12. To perform assigned tasks in a timely and efficient manner.</li> <li>13. To perform assigned tasks with a high standard of quality.</li> <li>14. To perform other work-related duties as assigned by supervisor.</li> </ol>
PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.