

LANCASTER COUNTY  
CLERK TYPIST III

2713

NATURE OF WORK

This is responsible and varied clerical work including the skilled use of a typewriter, word processor or more complex transcribing machine.

Work involves responsibility for the performance of complex clerical operations which require the exercise of independent judgment based upon knowledge gained through experience. Work decisions are made in accordance with established precedents and departmental policies. Detailed instructions are received only upon implementation of changes in procedures and on unusual or complex tasks. The variety and difficulty of the work differs among positions; where work is more repetitive, there is an added responsibility for finality of action. General supervision is received from an administrative superior. Supervision may be exercised over employees assisting with routine details. This class is distinguished from a Clerk Typist II by fulfilling the responsibilities of Secretary to a Department Head where the use of shorthand is not required, or by supervising a group of clerical workers engaged in routine typing and clerical operation.

EXAMPLES OF WORK PERFORMED

Type forms, accounting and financial statements, letters, payrolls, receipts, vouchers, departmental reports, permits, and other materials from rough drafts, dictating machines or written/verbal instructions; utilize considerable independent action and discretion in disposing of minor problems encountered.

Compose and type correspondence requiring knowledge of departmental operations and regulations, which may or may not be reviewed by a superior.

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

Maintain employee work records; prepare departmental payrolls and keep records of departmental expenditures and a variety of other office records of similar difficulty and complexity.

Act as Secretary to Department Head where shorthand is not required.

Supervise typing and clerical operations on an assigned shift.

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

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

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

Considerable knowledge of modern office equipment, practices, and procedures.

Ability to communicate effectively both orally and in writing.

Ability to maintain complex clerical records and prepare reports from such records.

Ability to use independent judgment and considerable discretion in making decisions in accordance with laws, ordinances, regulations, and established policies.

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

Ability to supervise and evaluate the performance of subordinate clerical workers as assigned.

Ability to make arithmetic computations and tabulations with speed and accuracy; file and maintain office records; and operate all office equipment necessary in the completion of job tasks.

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

Skill in operating a typewriter, word processor or transcribing machines

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent including or supplemented by courses in business practices and two years of 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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