

LANCASTER COUNTY  
CLERK TYPIST I

2711

NATURE OF WORK

This is entry-level, routine typing or word processing work of limited complexity which follows well-established procedures.

Work involves responsibility for performing clerical tasks and office typing. Work generally follows prescribed or well-established procedures which can be learned readily by training on-the-job. Detailed instructions are given at the beginning of work and on subsequent new assignments; however, after employees become familiar with particular procedures, they may work with some independence. Supervision is received from a technical or administrative superior. Assignments involving more varied tasks are given closer supervision than those more repetitive in nature, although work is frequently reviewed upon completion. Verification for accuracy may be made upon the work of other employees. Supervision of interns or volunteers may be exercised over a small number of individuals engaged in routine tasks.

EXAMPLES OF WORK PERFORMED

From rough draft, tape recorder or dictaphone, type letters, forms, memoranda, and statements; type and file index cards, registration cards, and other material; answer telephone, provide routine information and answer questions according to prescribed rules; may act as receptionist.

Type and file correspondence, reports and other documents; proof documents for accuracy and language conformance; collate written materials for distribution or mailing.

Operate a variety of common office equipment which may include copy machine, microfilm, telephone answering machine and fax machine.

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

Perform simple arithmetic computations; complete varied posting and indexing operations; maintain records of materials and supplies.

Enter recorded information into computer terminal; retrieve information from computer files; organize and maintain word processing files within a computer terminal system.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of business English, spelling, and arithmetic.

Some knowledge of modern office practices and procedures.

Ability to make routine computations and tabulations with speed and accuracy.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and deal in a tactful and courteous manner with the general public.

Ability to learn assigned clerical tasks and adhere to prescribed routines.

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

Skill in the operation of a typewriter/word processor.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent, and some experience in general typing/word processing and clerical work.

#### MINIMUM QUALIFICATIONS

Courses in general typing/word processing and clerical work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

9/12

PS2711