

**CLERK/TYPIST**

**DEFINITION**

Under general supervision, to type a broad range of materials and to perform varied clerical duties of a general nature; to perform related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Community Development and Housing Manager.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Perform a variety of typical clerical and typing assignments involving letters, memoranda, reports, tables, charts and other written material; answer telephones and serve as a public counter receptionist; reserve rooms for meetings.

File various reports and City documents; operate personal computer and typical office equipment.

Drive and run errands.

Distribute and collect mail as required.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Correct English usage, spelling, grammar and punctuation; modern office methods, procedures and equipment.

**Skills/Ability to:**

Perform detailed clerical and administrative work accurately.

Learn specialized processes, procedures and office support tasks related to the department to which assigned.

Organize work, set priorities, meet deadlines and follow up on assignments with a minimum of direction.

Use initiative and sound, independent judgment within established guidelines.

Perform work effectively despite frequent interruptions.

Understand and follow oral and written instructions.

Establish and maintain accurate records and files.

Maintain confidentiality as required.

Type at an accurate speed necessary for successful job performance.

Learn and use a variety of computer software programs, including word processing, and excel.

Safely operate basic office equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience:**

One year of clerical experience.

**Education:**

Graduation from high school or GED equivalent.

**Additional Requirements:**

Possession of a valid California Class "C" driver's license.

Proficiency in the use of word processing and spreadsheet software in common use in local government, such as Microsoft Word and Microsoft Excel.

**TYPICAL WORKING CONDITIONS**

Regular focus on a computer screen. Daily precise control of fingers and hand movements. Daily standing for prolonged periods. Weekly dealing with distraught or difficult individual. Occasional attendance at meetings or activities outside of normal working hours. Occasional operation of a motor vehicle on public roads.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach

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while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**