



## CLERK TYPIST 3

### FUNCTIONAL DEFINITION:

This is advanced supervisory or independent clerical work which involves related typing duties. An employee in this class performs a variety of clerical tasks requiring independent judgment and action, including the making of decisions in accordance with departmental policies and practices. Primary emphasis is usually on relieving an administrative superior of operating details by assuming responsibility for supervising clerical operations or performing complex clerical work of comparable responsibility. Where supervision is exercised, it is usually over a group of clerical workers performing varied tasks or a large group of workers performing routine tasks. Directions are usually received in the form of suggestions or general outlines. Work is normally reviewed through informal conferences, an analysis of work products and through a general evaluation of results.

### EXAMPLES OF WORK PERFORMED:

- Plans, assigns and supervises the work of a moderate-size group of subordinates performing moderately difficult work or a large group of subordinates performing routine clerical tasks.
- Compiles, sets up and types annual reports, special studies, complex work sheets and statistical reports and tables
- Maintains control of equipment, supplies, forms, bulletins and manuals in a large State agency
- Maintains and supervises a moderate-size complex filing section or a larger and more standardized filing operation
- Analyzes complex files, documents and reports for classification, filing, coding or further processing
- Dictates correspondence and sets up and oversees the operation of shift schedules
- Devises, improves and installs work procedures and forms subject to review by a supervisor
- Prepares payrolls for a large State agency
- Performs related work as required

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of modern office practices, procedures and equipment
- Considerable knowledge of business English, spelling and arithmetic
- Knowledge of departmental rules, regulations, procedures and functions
- Some knowledge of bookkeeping methods and principles
- Some knowledge of the principles and practices of office management and supervision
- Skill in setting up and typing a variety of accounting, statistical and financial statements, letters, special records and reports
- Ability to carry out routine administrative and supervisory details independently and to conduct correspondence without review
- Ability to plan, assign and supervise the work of clerical workers and to develop, lay out and install clerical procedures from general instructions
- Ability to keep complex records and to prepare periodic reports from such records
- Ability to prepare clear and concise oral and written reports
- Ability to establish and maintain effective working relationships with other employees and the general public

### MINIMUM EXPERIENCE AND TRAINING:

Three years of experience in responsible typing and clerical work, including six months of supervisory or office management experience; and graduation from high school, including or supplemented by a course in typing; or any equivalent combination of experience and training.