

TYPIST/KEYBOARD SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

The position involves responsibility for the performance of a variety of standardized clerical tasks and the substantial operation of a personal computer (PC), or other equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy. Specific duties vary with the needs of the department. Procedures are usually fixed, but detailed instructions are given for new or difficult assignments. Work is reviewed by checking completed work, by periodic or spot checks, or other steps in the clerical process. Perform related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Type correspondence, documents, records and other written material in final or draft form;
Proofread and correct work, producing accurate, clean and complete typed copy;
Serve as receptionist, greeting clients and/or visitors in a courteous and professional manner;
Maintain alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material, and periodically purging obsolete material;
Receive, organize and maintain various types of records;
Prepare, store and retrieve lists and documents;
Sort, date stamp and distribute mail and packages;
Obtain routine information from the general public/clients for program purposes and explain established program policies and procedures;
Operate standard office equipment, and perform routine equipment maintenance tasks;
May order office supplies and maintain inventory of supplies and equipment;
May index materials and perform simple record keeping tasks;
May schedule meetings and appointments;
May collect fees and account for monies received;
May prepare and maintain time records and payroll data;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of clerical operations involving, comparing, checking and counting;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer;
Ability to type accurately and at an acceptable rate of speed;
Ability to perform common record keeping tasks;
Ability to organize and collate data from multiple sources;
Ability to schedule and maintain a record system using running balances;
Ability to complete a table summarizing data using totals, subtotals, averages, and percentages;
Ability to file material accurately in alphabetic order;
Ability to write legibly using correct grammar and spelling;
Ability to set up appropriate forms, charts and other tabular listings;
Ability to perform close, detailed work involving considerable visual effort and strain;
Ability to understand and follow oral and written instructions;
Ability to obtain and relay routine information;
Ability to interact with customers, co-workers, and the general public in a professional and courteous manner at all times;
Ability to understand and comply with privacy laws and all practices related to the safekeeping of County and customer information;
Working knowledge of business arithmetic;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma; AND One (1) year of full-time or equivalent part-time paid clerical experience which shall have involved the use of a personal computer and/ or other keyboarding equipment.

Jurisdiction Class: Competitive
Civil Division: ALL
Adopted by YCCSC: 7/5/1989
Revised by YCCSC: 6/6/1991
Revised by YCCSC: 7/2/1997
Revised by PO: 5/2/2013

