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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : TYPIST-CLERK
Code: 010120 AGA
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Competitive

GENERAL STATEMENT OF DUTIES

Performs routine typing and clerical work involving standardized clerical tasks; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment in the performance of standardized clerical tasks, and the work is reviewed for quality, accuracy, and correctness.

TYPICAL DUTIES

- * 1. Types forms, form letters, bills, vouchers, payrolls, records, catalog cards, reports, index cards, accounts, statements, charts, transcripts, etc.
- * 2. Composes and types routine letters.
- 3. Issues, reviews, and receives library material.
- 4. Pastes book plates, packets, and date slips in books.
- 5. Maintains office records and files of some variety and moderate complexity.
- 6. Collects money and posts entries to simple accounts.
- 7. Answers telephone, takes messages, and makes appointments.
- 8. Performs arithmetic computations.
- 9. Acts as receptionist or information clerk.
- 10. Checks and proofreads applications, vouchers, forms, and letters for accuracy, completeness, and compliance with prescribed procedures.
- * 11. Opens, sorts, and distributes mail.
- * 12. Operates various office machines, including a data-entry terminal keyboard or word processor.
- 13. May transcribe from recordings.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of office terminology, procedures, equipment, and clerical techniques.
2. Knowledge of business English, spelling, and arithmetic.
3. Ability to type at a satisfactory rate of speed.
4. Ability to understand simple oral and written instructions.
5. Ability to adhere to prescribed departmental routines.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from high school;
or
2. Two years of satisfactory clerical experience, which included typing.

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