

DUTIES DESCRIPTION RECORD

DEPARTMENT	JUNIOR CLERK TYPIST	DDR	91-01120
TITLE	(COMMERCIAL OFFICE VACATION RELIEF)		
CLASS CODE	1358	CLASS TITLE	<i>Administrative Clerk</i>

Summary Duties

As a typist in training, on a vacation relief basis, types from written or typewritten copy, correspondence and miscellaneous office forms, orders and statements; opens, sorts and distributes incoming mail; sorts and files various documents; performs miscellaneous clerical duties related to the billing and bookkeeping activities of the Commercial Division, such as computing and posting billing data, checking cashier stubs, and giving information to customers and employees in connection with such data; relieves other clerical employees; and performs related duties.

No individual position on this Duties Description Record may be occupied for more than 25 weeks (175 calendar days) in any consecutive twelve month period. Section 5.6 (Holidays) inapplicable. Paragraphs (3), (4), and (5) of subsection (a) and subsections (b) and (e), Section 5.7 (Absences from Duty) inapplicable.

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