

DUTIES DESCRIPTION RECORD

DEPARTMENT TITLE	CLERK TYPIST - C - PART TIME	DDR 93-01806
CLASS CODE	CLASS TITLE	<i>Administrative Clerk</i>

Schedule of Compensation
 Hourly equivalent of first
 step of Alpha Salary
 Schedule "C"

Performs a variety of clerical and typing duties of a routine nature; operates typewriter, teletype, computer terminal and similar keyboard equipment; acts as receptionist; prepares records and reports; and performs related duties.

Not to exceed 19 hours per week.
 Section 5.4 (Overtime) inapplicable.
 Section 5.6 (Holidays) inapplicable.
 Paragraphs (3), (4) and (5) of
 subsection (a) and subsection (b)
 and (e), Section 5.7 (Absences from
 Duty), inapplicable.

An employee who has continuously occupied a position on this Duties Description Record for a period of not less than sixty days prior to December 25 of any calendar year, shall be credited with eight hours of work on December 25 of that calendar year, provided such employee shall have worked all his scheduled working hours in the ten calendar days immediately preceding such December 25.

An employee who is credited with eight hours of work on December 25 in accordance with the above shall additionally be credited with eight hours of work on the following January 1, provided he shall have worked all his scheduled working hours subsequent to December 25 of the year credited and prior to the following January 1.