

DUTIES DESCRIPTION RECORD

|                     |                  |                |                             |
|---------------------|------------------|----------------|-----------------------------|
| DEPARTMENT<br>TITLE | CLERK TYPIST - B | DDR            | 94-13635                    |
| CLASS<br>CODE       | 1358             | CLASS<br>TITLE | <i>Administrative Clerk</i> |

Summary Duties

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.

Illustrative Duties

Performs typing and clerical duties such as preparing and maintaining personnel, bookkeeping, material, service and other records; operates typewriter, teletype, computer terminal and similar keyboard equipment; proofreads finished copy and corrects own and work of others; files, sorts, indexes, extracts and otherwise maintains files or filing systems; compiles information and data from various sources into records and reports according to well-defined procedures and formats; compares and matches forms and documents; applies proper account, requisition, authorization and other numbers and codes; posts, records and otherwise transfers and converts data from one form to another; compares and matches forms and documents; communicates with others inside the Department to exchange routine information; reconciles clerical discrepancies.

Performs receptionist duties; operates office machines necessary to accomplish tasks, makes basic arithmetic calculations; relieves at other clerical desks as required.