

DUTIES DESCRIPTION RECORD

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| DEPARTMENT | | | |
| TITLE | Clerk Typist "C" | DDR | 95-13581 |
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| CLASS CODE | 1358 | CLASS TITLE | Administrative Clerk |

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 a receptionist; prepares records and reports; and performs other related duties.