DUTIES DESCRIPTION RECORD

DEPARTMENT					
TITLE	Clerk Typist "C"			DDR	95-13581
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.

1/14

Effective January 1, 2014, new City employees appointed to the position of Clerk Typist shall be placed on the "C"-pay level of the Clerk Typist Duties Description Record at the time of hire. This DDR No. replaces 93-01806 for new City employees.