



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: CLERK TYPIST I - IV

DEFINITION: Under supervision, performs increasingly difficult and responsible clerical duties.

DISTINGUISHING CHARACTERISTICS:

Clerk Typist I - Performs routine duties of classification.

Clerk Typist II - Performs full range of duties (journey-level); or serves as direct clerical support for division head only.

Clerk Typist III - Serves as direct clerical support to a division head and professional/technical staff; or participates in the work of and holds lead status over a minimum of two full-time equivalent positions; or performs journey-level duties which require regular and frequent use of highly technical/specialized knowledge in making independent judgments and decisions.

Clerk Typist IV - Performs journey-level duties and supervises a minimum of two full-time equivalent positions; or performs duties independently and responds to non-standard situations which have a high consequence of error.

EXAMPLES OF DUTIES:

- Types forms, memos and correspondence;
- Establishes and maintains alpha, numeric and chronological files;
- Operates office machines;
- Makes mathematical computations;
- Interprets and applies departmental policies and procedures;
- Acts as receptionist by screening calls, receiving visitors and providing answers to inquiries;
- Opens and distributes mail;
- Interfaces with other departments, the public, vendors, and outside agencies in person or by telephone;
- Collects, disperses, deposits, and balances monies;
- Creates charts, graphs and forms;
- Takes inventory;
- May compose correspondence, write desk manuals, compile information, and prepare reports;
- May assist with interviewing, hiring, evaluating, or disciplining subordinates;
- May train and assign subordinates;
- Performs other related duties as assigned.

CLERK TYPIST I – IV (Continued)

MINIMUM QUALIFICATIONS:

The ability to type neatly and accurately at a net speed of 40 words per minute; the ability to file in alphabetical and numerical order and perform clerical detail, which includes making simple mathematical computations and correcting error in grammar, spelling and punctuation; and the ability to work cooperatively with other employees and the public.

HISTORY:

Revision of Classification Specification for Clerk Typist I, II, III, IV, V dated 06/15/76. Refer to the Clerical Series Study, Project #83-09-02.

Approval/Adoption Dates: 07/01/84 - Human Resources Department