

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: CLERK TYPIST I

CLASS CODE: 1121

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification perform a limited variety of routine clerical support duties including data entry and typing duties.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level clerical classification in the General Clerical Series – Clerk Typist Group job family within the City of St. Louis. Incumbents in this classification perform routine duties with a limited variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for performance of routine clerical duties, requiring limited discretion, typing as an integral part of the position, and general knowledge of department operations governing tasks. While employees in this class may perform some basic secretarial support duties on occasion, secretarial duties do not constitute a majority of the employee's time.

Incumbents new to the classification work under direct supervision. Duties are performed according to determined instructions and prescribed by standards and procedures. The supervisor may, or may not, be present at all times. Once full-performance capacity is achieved, employee's typically work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Establishes and maintains basic hardcopy and computer records; performs data entry duties generally engaging in repetitive data entry of a limited variety of information from basic forms, applications, vouchers or other source documents using a computer and/or computer terminal; may generate information from computer system.

Answers and directs calls; takes messages or refers to appropriate City personnel; provides general information to the public.

Receives, sorts, and processes payments, vouchers, invoices, applications, etc.

Opens, date stamps and distributes mail; prepares mailings; posts mail on postage meter and records postage used.

May utilize typewriter to type labels, envelopes, basic letters, etc.

Performs record-keeping and file maintenance duties.

Logs information such as batch transmittals, dollar totals, and other data.

Performs general clerical support duties such as copying, scanning and faxing information.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

Human Interaction:

Requires the ability to explain, demonstrate and clarify to others such as co-workers, the general public, the immediate supervisor and others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a telephone, typewriter, personal computer, computer terminal, calculator, copier, fax and scanner and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information such as work orders, applications, registrations, receipts, forms, form letters, records, logs, listings, and operating manuals.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division.

Functional Reasoning:

Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Requires the ability to exert light physical effort, typically involving some combination of lifting and carrying objects of light weight, five (5) to ten (10) pounds, such as file boxes, mail crates, and packages.

Requires the ability to stoop, kneel and bend in order to perform filing duties. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of sounds such as that associated with answering the telephone.

EDUCATION AND EXPERIENCE STATEMENT:

One (1) year (two (2) academic semesters) of clerical or business related courses; or one (1) year of full-time paid clerical/administrative work experience; or an equivalent combination of education, training and experience.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.