



Classification: Clerk Typist I
Title Code: V00031
Pay Range: 07

POSITION SUMMARY:

This is an entry-level position where the employee performs typing and clerical work of ordinary difficulty. An employee of this class performs routine office work but will deal mostly with the receiving and processing of applications for water related events and processing requests for boater safety certificates, cards, and officer requests for boater safety classes. Policies and procedures for this position can be readily learned by on-the-job training. An employee in this class is closely supervised.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Process applications for buoys, regattas, ski courses, etc.

Processes applications for boater safety certification cards.

Processes officer requests for boater safety classes.

Fields phone calls regarding the buoy permit, regatta permit, and boater safety education processes.

Enters information into appropriate databases and forwards to appropriate authorities for approval.

Files correspondence, reports, forms, etc.; searches files and posts routine data.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to learn and utilize modern office practices, procedures, and equipment.

Ability to work independently with general supervision.

Possess the ability to type at a rate of 40 words per minute with ten (10) errors or less.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

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Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED.

NECESSARY SPECIAL REQUIREMENTS:

None.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.