



**Classification:** Temporary Typist - Patrol Records Division

**Title Code:** V09753

**Pay Range:** -

### **POSITION SUMMARY:**

This is a temporary position where the employee performs clerical work of moderate difficulty and complexity to include encoding and quality control of data into a computer database through the use of a personal computer. Detailed instructions are given at the beginning of work and on subsequent new assignments. An employee in this position 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.)

Precodes accident reports and/or court records, and/or source documents.

Encodes data into the computer database via the personal computer; verifies, modifies or deletes information as required.

Answers telephone, distributes and receives mail, opens and processes accordingly.

Alphabetizes, transports, files, and purges records/documents.

Receives, stamps, sorts, photocopies and scans documents.

Makes elementary calculations following specific instructions.

Types correspondence, reports, forms, lists, and other materials.

Operates standard office equipment (e.g. personal computer, printer, copier, calculator, telephone, typewriter, document scanner, etc.)

Performs other related work as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of modern office practices, procedures, and equipment.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

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

Ability to alphabetize, transport, process, file, and purge records/documents.

Ability to sit in front of a personal computer and perform data entry for extended periods of time.

Ability to type 40 words per minute with ten (10) errors or less.

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Ability to work independently as well as follow oral and written instruction.

Ability to exercise judgment and discretion and make decisions in accordance with laws, policies and regulations.

Ability to proofread and edit computer entries.

Ability to multi-task and prioritize assignments.

Ability to perform basic arithmetic.

Ability to establish and maintain records and files (both electronic and hardcopy).

Ability to work under pressure.

Ability to proficiently perform data entry.

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.

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:**

Ability to type 40 words per minute with ten (10) errors or less.

**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.