



**Classification:** Temporary Typist

**Title Code:** V09753

**Pay Range:** Hourly

**POSITION SUMMARY:** This is an entry-level position where the employee is responsible for accurately encoding data into the computer database via the personal computer. 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.)

Types and proofreads form letters, expense accounts, forms, reports, and other materials from rough draft.

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

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

Answers incoming calls and makes connection to person or division requested; takes messages for employees are visitors on a limited basis.

Receives, stamps, sorts, photocopies, microfilms, scans, and repacks records/documents.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** 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 machines to include the operation of a personal computer.

Ability to perform data entry.

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

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

Possess the skill to type 30 words per minute with ten (10) errors or less.

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.

Possess basic arithmetic skills.

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

Ability to work under pressure.

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.

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.)

Possession of a high school diploma or equivalent.

Possess the skill to type 30 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.