OHIO
CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Typist 1

CODE: 12511C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cntv., Univ.

FUNCTION: Under general supervision from administrative supervisor, types routine repetative materials (e.g., forms, lists, cards, labels & envelopes); performs clerical tasks; prepares typed copy of routine materials (e.g., correspondence & reports);

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	33-53	Types routine, repetitive materials (i.e., employee is not responsible for setting up format of material to be typed, nor correcting punctuation or grammar) (e.g., types to fill in blocks on forms, lists & cards; types labels & envelopes), proofs typing & make corrections.	Knowledge of (1) office practices & procedures; skill in (2) typing; ability to (3) carry out detailed but basic written or oral instructions, (4) complete routine forms.
2	35-55	Performs clerical tasks (e.g., sends out mail, checks in & distributes mail; checks in materials & information; stocks supplies; sorts, alphabetizes & files materials; answers telephone; acts as receptionist).	Knowledge of 1; ability to (5) deal with problems involving several variables in familiar context, (6) read, copy & record figures accurately, (7) maintain accurate records, (8) sort items into categories according to established methods, (9) answer routine telephone inquiries from public.
3	7-17	Prepares typed copy of routine materials to include setting up format (e.g., correspondence & reports) from written copy & proofs copy & makes corrections.	Knowledge of 1; skill in 2; ability to 3, (10) copy material accurately & recognize grammatical & spelling errors.

(62)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 3 courses in typing (or 9 mos. exp.); 1 course in office practices & procedures (or 1 mo. exp.); or equivalent (i.e., typing speed of 40 words per minute).

TRAINING & DEVELOPMENT:

ORM ADM-4134

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