CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

Typist 2

NEW AUG 0 4 1987

CODE: 12512C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cntv., Univ.

FUNCTION: Under general supervision from administrative supervisor, prepares typed copy from written copy, oral instructions or dictating equipment, performs clerical tasks & maintains office filing system;

-PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	48-68	Prepares typed copy from written copy, oral instructions or dictating equipment (e.g., reports, correspondence, tables, charts & articles, proofs copy & makes corrections, (i.e., employee is responsible for establishing format of materials being typed as well as correcting grammar & punctuation).	Knowledge of (1) office practices & procedures; skill in (2) typing (3) operatin dictating machine*; ability to (4) deal with problems, involving few variables within familiar context, (5) copy material accurately & recognize grammatical & spelling errors.
2	22-42	Performs clerical tasks (e.g., sends out mail; receives & distributes mail; receives & logs in materials & information; orders supplies; answers telephone; acts as receptionist; maintains statistics & prepares reports).	Knowledge of 1; ability to 4, (6) add, subtract, multiply & divide whole numbers, (7) maintain accurate records, (8) gather, collate & classify information about data, people or things, (9) answer routine telephone inquiries from public.
3	5-15	Maintains office filing system & searches files for retrieval of material as needed.	Knowledge of 1; ability to 4, 7, 8.

(63)

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: 4 courses in typing (or 12 mos. exp.); 1 course in office practices & procedures (or 1 mo. exp.); or equivalent (i.e., typing speed of 44 words per minute).

TRAINING & DEVELOPMENT:

FORM ADM-4134

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