

JOB DESCRIPTION

CLERK TYPIST III

JOB SUMMARY

Under general direction, perform a wide variety of complex and high specialized clerical duties involving broadly defined policies and procedures and use of independent judgment in support of a District function.

DISTINGUISHING CHARACTERISTICS

The Clerk Typist III is the advanced level class of the clerical series. Employees assigned to this class exercise independent judgment and discretion when ~~interpreting and applying standard practices and procedures or in modifying~~

Ability to:

Type at a corrected speed of 45 wpm. Perform complex clerical work involving independent judgment. Operate a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal and/or microcomputer and related software: learn and apply rules and regulations. District

policies/procedures, and instructions. Make arithmetic calculations quickly and accurately. Meet schedules and time lines. Communicate and work effectively with others. Prepare and maintain records and files. Learn to accurately utilize the U.S. Postal machine and maintain the certified mail records.

PHYSICAL ABILITY

The selected candidate must be able to perform the duties of a rigorous work

schedule and pass a physical examination and drug screening certifying this

ability.