



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: CLERK TYPIST I

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5070

PAY RANGE CODE: [00125](#)

REVISION DATE: 6/23/16

### NATURE OF WORK:

This is entry level routine typing and clerical work which follows well established procedures.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Types forms, letters, memoranda, meeting minutes, notices, bills, reports, ordinances, lists and other material from copy, rough draft, or dictating machine.

Posts and maintains records of items such as invoices, time and attendance reports, work orders, complaints, equipment usage, etc.; enters and retrieves computer data.

Microfilms documents, prepares microfilm jackets, and retrieves and prints reports.

Receives, sorts, checks, files, or retrieves correspondence, as well as vouchers, clippings, pamphlets, warrants, tickets, permits and other material.

Opens, sorts, and distributes incoming mail.

Orders, maintains, and distributes office supplies.

Registers library borrowers; charges, discharges, processes, covers, and mends books; refers patrons to desired sections; checks in periodicals and books.

Executes simple arithmetic calculations, computes data from requisitions, statistical reports, vouchers, invoices, time and attendance reports, and other records.

Answers the telephone and greets visitors, provides routine information or routes calls or visitors to the appropriate authority, dispatches equipment by radio, receives applications, collects fees, and issues permits.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

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

Knowledge of business English, spelling, grammar, and punctuation.

Knowledge of general office procedures and standard clerical techniques and office equipment.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to understand oral or written instructions.

Ability to quickly and accurately perform basic mathematical computations including addition, subtraction, multiplication, and division.

Ability to operate a typewriter, dictating machine, and other office equipment.

Ability to communicate to route telephone calls and greet visitors.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk, and sit 76 to 100% of the time; and reach, balance, bend, stoop, kneel, crouch, push, and pull 0 to 25% of the time.

Ability to sit and type 50-100% of the time.

Ability to move objects weighing up to twenty (20) pounds 0 to 33% of the time, and objects up to ten (10) pounds 34 to 66% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

General clerical work experience.

**SPECIAL QUALIFICATIONS**

Must pass a typing test with a net accuracy rate of forty (40) words per minute or better with 90% accuracy at time of application.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Depending on the assigned division, work is performed in an office or industrial building setting or at the library. Work involves considerable public contact and may be performed in confined spaces and in normal conditions of humidity, fumes, odors and dusts.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

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|--|---------------------|---------------|
| Computer                               | Dictation Equipment | Typewriter    |
| Telephone                              | Printer             | Two-way Radio |
| Facsimile Machine                      | Copier              | Calculator    |
| Microfiche and Microfilm Printer       | Scanner             |               |
| Telecommunications Device for the Deaf |                     |               |

Previous Revision Date(s):

12/17/92

9/27/12