



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CLERK TYPIST II

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5080

PAY RANGE CODE: [00130](#)

REVISION DATE: 6/23/16

NATURE OF WORK:

This is intermediate typing and clerical work which involves moderately complex work methods and problems. Work involves performing tasks which require skilled typing, but principal emphasis is upon the difficulty and responsibility of the related clerical work. Assignments also involve interpretation of various regulations and procedures. The work varies in nature and difficulty among positions, and where work is more repetitive, there is added responsibility for finality of action taken. Incumbents may also serve as a lead worker and direct the work of a small group of employees assisting in routine details.

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.)*

Composes and types routine correspondence, rough drafts, meeting minutes, reports, notices, narratives, and tabulations.

Transcribes correspondence from dictation tapes, handwritten notes, or other materials; checks documents for completeness and routes for appropriate signatures.

Types documents, forms, accounting and financial statements, letters, lists, cards, requisitions, vouchers, and other formal documents.

Creates computer files; enters and retrieves data.

Answers the telephone and receives visitors; records detailed information; explains assessments, permits, licenses, violations, etc.; makes computations; completes forms; receives applications and collects fees; issues routine permits; provides information requiring knowledge of departmental rules, regulations, and procedures; answers two-way radio and dispatches crews and equipment.

Maintains accounting, financial, equipment, inventory, statistical, and cost records which require no technical knowledge; prepares vouchers, requisitions, and other records; prepares reports from maintained data.

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 assign and follow up on the work of other clerical employees.

Ability to adhere to safety policies, procedures and guidelines.

Ability to stand 26 to 50% of the time; and reach, balance, bend, stoop, squat, kneel, crouch, walk, push and pull 0 to 25% of the time.

Ability to sit and type 76-100% of the time.

Ability to move objects weighing up to ten (10) pounds 0 to 33% 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 equivalent

AND

One (1) year of general clerical work experience.

SPECIAL QUALIFICATIONS

Must pass a typing test with a net accuracy rate of forty-five (45) 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

8/30/12