



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: ADMINISTRATIVE TYPIST I

BARGAINING UNIT: [FUNCTIONAL](#)

CODE NUMBER: 3000

PAY RANGE CODE: [00005](#)

REVISION DATE: 11/17/16

### **NATURE OF WORK:**

Incumbents in this classification have assigned responsibilities and duties which involve working with or access to materials and documents relating to labor relations that conflict or can be perceived to conflict with membership in a recognized bargaining unit of the City of Omaha except the bargaining unit which represents this group of employees. This is entry level routine typing and clerical work which follows well established procedures. Upon achieving familiarity with the operations and procedures, an incumbent may work with some independence. An incumbent is more closely supervised when required to perform new assignments or those involving more complex tasks.

**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 confidential letters, memoranda, minutes, reports, lists, and other materials from copy, rough draft, or dictating machine.

Receives, sorts, checks, routes, logs, files, or copies correspondence, bid requests, notices, applications, medical bills, and other materials.

Performs simple arithmetic calculations, computes data from medical bills, requisitions, statistical reports, vouchers, and other records.

Responds to telephone callers and visitors, explains departmental policies and procedures, provides routine information, or directs them to the appropriate personnel.

Posts and maintains records of bid requests and medical bill payments and enters and retrieves computer 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, standard clerical techniques, and standard 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 perform basic mathematical computations to include addition, subtraction, multiplication, and division.

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

Ability to communicate to route telephone calls and greet visitors.

Ability to maintain confidentiality.

Ability to understand oral or written instructions.

Ability to prioritize multiple responsibilities while meeting stringent deadlines.

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

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

Ability to type from 76 to 100% of the time.

Ability to sit from 76 to 100% of the time; reach, bend, stoop, squat, kneel, crouch, stand and walk 26 to 50% of the time; and to push and pull up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up 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 its equivalent

## **SPECIAL QUALIFICATIONS**

Must pass a typing test with a net accuracy rate of at least 40 words per minute 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.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

**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.)*

Computer  
Typewriter  
Calculator

Copier  
Telephone  
Printer

Dictation Equipment  
Facsimile Machine  
Scanner

Previous Revision Date(s): 6/24/93  
4/25/96  
9/27/12