



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ADMINISTRATIVE TYPIST II

BARGAINING UNIT: [FUNCTIONAL](#)

CODE NUMBER: 3010

PAY RANGE CODE: [00010](#)

REVISION DATE: 12/22/16

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 intermediate typing and clerical work which involves moderately complex work methods and problems. Duties include composing form letters, typing documents, entering and retrieving computer data, reviewing documents for completeness and accuracy, and maintaining records. Assignments also involve interpretation of 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 lead workers and supervise the work of small group of employees.

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 form letters and other correspondence.

Types reports, memoranda, minutes, notices, lists, reports, financial statements, publications, and other materials from copy, rough draft, or dictation.

Files documents alphabetically, numerically, or chronologically and researches files and other records to obtain requested information.

Answers the telephone and greets visitors, responds to questions requiring knowledge of departmental rules, regulations and procedures; explains permits, licenses, and policies; routes calls as appropriate.

Enters and retrieves computer data.

Files certified copies of legal documents; prepares bills and renews permits for establishments.

Receives applications, permits, personnel transactions and other materials and reviews for completeness and accuracy; makes simple arithmetic calculations; and processes documents according to established procedures.

Maintains accounting, financial, cost, and other records which require no technical knowledge; prepares vouchers, requisitions, reports, and other records 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, 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 learn and adapt to advances in computer and electronics device technology and software.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication and division.

Ability to maintain departmental and clerical records and prepare reports from maintained data.

Ability to proofread documents for accuracy, spelling, punctuation, and grammar.

Ability to assign and oversee the work of other clerical employees.

Ability to make independent decisions on the basis of policies, laws, and regulations.

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; bend, stoop, squat, kneel, and crouch from 51 to 75% of the time; and to reach, stand and walk from 26 to 50% 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

AND

Two (2) years of experience in general clerical work

SPECIAL QUALIFICATIONS

Must pass a typing test with a net accuracy rate of at least 45 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