



CITY OF CHINO

Clerk Typist I

Definition:

Under direct supervision, performs a variety of routine clerical tasks including providing routine information to the public, typing routine correspondence and simple reports, and related work as assigned.

Class Characteristics:

This entry level clerical classification is characterized by the performance of a variety of tasks within a framework of established procedures and with occasional instruction and assistance. It is distinguished from Clerk Typist II by the latter's responsibility for performing duties requiring a working knowledge of the operations of the assigned work unit. Work assigned to a Clerk Typist II is more varied and complex than work assigned to a Clerk Typist I. This class may be utilized in various City departments.

Essential Functions:

- Type routine correspondence, standard forms, lists, cards, addresses, and labels from handwritten or typed copy, oral direction, or transcription machine recordings, using typewriter or computer terminal/word processing equipment; proofread and edit typed/entered materials for completeness and spelling, grammatical or punctuation accuracy.
- Prepare, sort, and file correspondence, documents, and materials; maintain established files, manuals, or indices in accordance with prescribed filing system procedures which may include reviewing files for accuracy and completeness; search for and retrieves files/materials.
- Maintain records by transferring data, calculating totals and sub-totals; complete standard forms; maintain cross reference files by assigning or checking filing codes to items based on material/document content; maintain logs of processed materials.
- Receive, time stamp, route, and distribute materials or mail in accordance with prescribed methods, such as routing based on material content.
- Receive the public and answers phones, provide routine or procedural information and direct people or transfer calls to the appropriate office; may collect fees.
- Operate a variety of office equipment.
- Assist others in the performance of related tasks.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

Knowledge of:

- General office methods and procedures.
- Office equipment operation.
- Numeric and alphabetical filing systems.
- Data processing systems/applications.

Skill in:

- Operation of a variety of office equipment, including typing at a *minimum* rate of 40 net words per minute, or at a speed necessary for successful job performance.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Use, and edit for, correct English grammar, punctuation, and spelling.
- Establish and maintain cooperative working relationships.
- Maintain accurate records.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow oral and written directions.
- Operate a computer and utilize a variety of software programs.
- Maintain confidentiality of sensitive information and data.

Special Requirements:

- Successfully pass a typing test at a *minimum* rate of 40 net words per minute, or at a speed necessary for successful job performance as determined by the hiring Department Director.
- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA (Professional, Technical and Clerical) or Part-time/Temporary/Seasonal

Revised: 10/20/06

Replacing Clerk Typist I classification specification dated 11/8/04.

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