



CITY OF CHINO

Clerk Typist II

Definition:

Under direct supervision, performs a variety of clerical duties and does related work as assigned.

Class Characteristics:

This is a multiple position classification. This class is characterized by completing clerical support duties requiring a working knowledge of the operations of the assigned work unit. It is distinguished from Clerk Typist I by its responsibility for more varied and complex clerical support duties. The Clerk Typist II class may be utilized in various City departments.

Essential Functions:

All Assignments

- Type a variety of documents in draft and final form using typewriter or computer; type from written, recorded, or printed sources and oral instructions.
- Proofread materials for correct grammar, spelling, and punctuation.
- Prepare, validate, and process a variety of documents, such as timesheets, invoices, requisitions, deposit slips, and public notices for completeness and accuracy.
- Data entry.
- Compile and record statistical data.
- May be responsible for petty cash.
- Greet the public and answer and direct incoming calls.
- Refer people to appropriate offices; answer routine questions; explain routine procedures; receive fees and issue receipts; distribute and explain forms.
- Schedule appointments; obtain routine factual information to create or update files; provide general assistance.
- Compile routine reports by extracting and/or tabulating information from a variety of sources.
- Provide support to City committees by collecting information, preparing agenda, scheduling meetings, and distributing materials.
- Sort and file materials such as correspondence and other documents; prepare mailings.
- Maintain files; conduct file search to locate requested information; purge files in accordance with established rules.
- Operate a variety of office equipment, such as photocopier, fax and personal computer.
- 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.

Assigned to Police Training Unit

- Plan, administer and coordinate the Police Department's comprehensive training program.
- Evaluate training needs and determine training objectives based on POST standards.
- Review mandated training requirements to ensure compliance with POST and other legislation or regulations.
- Assist training instructors with location, handouts, test, audio-visual aids and any other training compliance needs.
- Arrange lesson plans, prepare materials, and evaluate and select the most effective training aides and techniques.
- Provide effective instruction in law enforcement POST certified courses.
- Successfully complete POST certification course for instructors as required by state mandates.
- Confer with department staff to ensure technical accuracy of training materials and practices.
- Provide operational support such as securing and maintenance of training equipment related to various types of training specialties.
- Maintain records and prepare related reports for POST training certifications, assessments and audits.
- Effectively work with police personnel in scheduling training needs such as travel, lodging and meals.
- Assist in the budget preparation and administration for the training program and monitor expenditures.
- Perform other related tasks deemed necessary to the daily operations of the department.

Assigned to Crime Prevention Unit

- Access information from internal databases and prepare it for local press inquiries.
- Assist with the creation and distribution of flyers for special events.
- Assist with scheduling and preparing for special events.
- Maintain intern and volunteer hours and statistics.
- Update internal Department sign boards with current bulletins and announcements.
- Order and maintain office supplies and promotional items.
- Assist with station tours for community groups.

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 their past and current employment history. A typical example includes:

Education:

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

Experience:

- One year of clerical experience.

Working knowledge of:

- General office methods and procedures.
- Office equipment operation.
- Principles and procedures of record keeping.
- 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 45 net words per minute.

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:

- Ability to type at a *minimum* rate of 45 net words per minute.
- 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)/Teamsters
Local Union No. 1932 or Part-time/Temporary/Seasonal

Revised: 12/15/15

Replacing Clerk Typist II classification specifications dated 03/20/15.