City of Imperial Beach
POSITION DESCRIPTION

Class Title: **Junior Clerk Typist**
Department: **City Clerk**
Division: **City Manager**

GENERAL PURPOSE
This position exists to perform routine clerical duties, which includes answering phones, receiving the public, and providing customer assistance, word processing, recordkeeping and filing. Performs related work as assigned.

SUPERVISION RECEIVED
Works under the direct supervision of the City Clerk.

SUPERVISION EXERCISED
None.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Receives the public, answers questions and refers inquiries, when necessary, to appropriate persons on a daily basis, routinely copies, composes, types and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness; files materials into and retrieves materials from established filing systems and develops standard office filing systems for record storage and retrieval on a daily basis; researches readily available information. Assists in copying and compilation of agenda packet.

KNOWLEDGE, SKILLS AND ABILITIES
Working knowledge of computers, modern office practices and procedures; English usage, spelling, grammar and punctuation; basic arithmetic; recordkeeping methods; and public relations techniques. Perform varied clerical work of average difficulty; operate a calculator; operate a keyboard at a net corrected speed of 40 wpm; understand pertinent procedures and functions quickly and apply them without immediate supervision; maintain accurate records; proofread and detect errors in typing, spelling and punctuation; file accurately by alpha, numeric and subject designations; understand and carry out verbal and/or written instructions; establish and maintain effective relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE
Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is experience performing the varied clerical work involving the use of a keyboard and preferably involving the use of a word processor or computer terminal. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing and word processing.

TOOLS AND EQUIPMENT USED

Phone system; personal computer, including word processing; laser printer; copy machine; postage machine; voice mail; fax machine; and calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quite to moderately noisy.