Kenosha Police Department Policy and Procedure Manual

Subject: JOB SPECIFICATIONS – CLERK TYPIST I

Effective Date: September 1, 2002
Last Revised: September 1, 2002
Policy Number: 21.18
Special Instructions: New Page
Distribution: All Personnel
Reevaluation Date:
Number of Pages: 2

CLERK TYPIST I

I. GENERAL STATEMENT OF DUTIES
   A. Performs routine typing and general clerical tasks; does related work as required.

II. DISTINGUISHING FEATURES OF THE CLASS
   A. A Clerk Typist I engages in repetitive office work, including word processing, typing, coding, filing and the operation of various office machines. Work is performed according to well defined procedures, requiring a minimum of judgement. Detailed instructions are given for new or difficult assignments, and work is reviewed in process or upon completion for accuracy. A Clerk Typist I may check the work of other clerks for accuracy, but does not exercise direct supervision.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)
   A. Issues and receipts permits and compiles related reports; handles cash drawer and prepares revenue reports; provides general information on zoning requirements; types letters, memos, tapes, forms, invoices, reports, disbursement records and similar materials from rough draft, transcriber or clear copy; uses word processor, computer and other electronic office equipment; files correspondence, forms, invoices, reports and other materials alphabetically, numerically or according to other predetermined classification; maintains clerical and accounting records; acts as a receptionist answering telephones, taking messages, referring calls and giving information as required; compiles monthly reports and makes copies of reports and distributes accordingly; takes messages and sets up appointments; receives and processes incoming and outgoing permits; duplicates, assembles and collates materials; inventories and orders office supplies; operates copier and other office machines.

IV. OTHER REQUIRED DUTIES AND RESPONSIBILITIES
   A. Takes minutes/notes at meetings; sets up forms and documents on the word processor; performs miscellaneous clerical tasks as assigned; may be required to assist in snow or ice removal activities; does related work as required.
V. ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES
   A. Some knowledge of office terminology, procedures and equipment, and of English and business arithmetic; skill in the operation of a typewriter, word processors and computers; ability to type from clear copy or rough draft at a rate of forty net words per minute; ability to follow oral and written instructions; ability to get along well with others; mental alertness; tact and courtesy.

VI. EXPERIENCE AND TRAINING
   A. Completions of a standard high school course, including or supplemented by a course in typing or word processing; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Associate Degree in Secretarial Science desirable.

DANIEL C. WADE, CHIEF OF POLICE