

## **PRINCIPAL TYPIST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a responsible position involving the performance of difficult keyboarding and clerical duties. Specific duties vary with the needs of the department or agency. The work involves the frequent exercise of independent judgment in completing assignments, screening callers, providing information and relieving superiors of administrative details. This position differs from lower level clerical titles by virtue of supervisory responsibility, complexity of work, or a combination of both factors. Job responsibilities are performed under general supervision. Supervision may be exercised over lower level personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Relieves administrators of details which do not require their personal attention, using discretion, tact and a thorough knowledge of department procedures and policies;
2. Performs complex keyboarding and clerical tasks;
3. Takes notes of meetings and hearings and operates a keyboard in their preparation;
4. Arranges appointments and meetings;
5. Compiles data and researches and prepares reports;
6. Assigns work to clerical employees and insures its completion;
7. Opens and screens mail, answers independently or routes with background material as necessary;
8. Maintains and directs the maintenance of files;
9. May enter data into terminal from forms and printed copy;
10. May perform administrative tasks such as processing personnel and payroll records and forms;
11. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English and arithmetic; ability to operate a keyboard at not less than 35 words per minute; ability to understand, remember and interpret numerous laws, rules and regulations pertinent to the activities of the department; ability to supervise the work of others; ability to maintain neat and legible records; ability to maintain satisfactory working relationships with others, including the public; ability to communicate effectively, both orally and in writing; ability to operate electronic data processing equipment; ability to perform complex arithmetic operations accurately and quickly; ability to make decisions; resourcefulness; initiative; patience; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

**PRINCIPAL TYPIST** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER:       (A)     Completion of two (2) years of college or business school or secretarial school and one (1) year of full-time clerical experience which included the performance of skilled keyboarding duties;
- OR:            (B)     Three (3) years of the work experience described in (A) above;
- OR:            (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.

**NOTE:**    Additional experience may be substituted on a year-for-year basis in lieu of a high school diploma up to a maximum of two (2) years.

**SPECIAL REQUIREMENT:**

Candidates must indicate keyboarding ability; i.e., courses in typing or skilled keyboarding work experience.

CL1407

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