



**Position Title:** Clerk Typist III  
**Reports To:** Department Chairs, Directors and/or Program Managers  
**Department:** Campus Services **Job Code:** 4106  
**Prepared By/Date:** Jennifer C. Brito/04-30-2009 **Job Group:** SNE  
**Approved By/Date:** Tina Woods/7-19-2010 **Salary Grade:** 7  
**Revised:** Jennifer C. Brito/7-19-2010 **FLSA Status:** Non-Exempt

**Summary:**

The Clerk Typist III performs advanced general clerical duties of a complex nature with some supervisory responsibilities and in addition, may provide administrative support to a principle officer.

**Essential Duties and Responsibilities:**

- Plans, assigns and reviews the work of a moderate sized staff performing diversified clerical and typewriting duties
- Provides training and assistance to the staff
- Provides guidance on procedures, work priorities, format and vocabulary
- Assists with telephone and visitor inquiries
- Composes and edits correspondence based on knowledge of office procedures and policies
- Initiates purchase requests
- Maintains payroll, leave records and budget controls
- Reviews outgoing correspondence for completeness and grammatical correctness
- Complies various reports and may take dictation from mechanical equipment
- May serve in a secretarial capacity to a principal officer
- Performs other duties as required

**Knowledge, Skills and Abilities:**

- Some supervisory experience is desirable
- Knowledge of the principles of office management and supervision, and ability to apply this knowledge to work situations
- Ability to write routine reports and correspondence
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals
- Knowledge of Business English, Spelling and Arithmetic
- Ability to deal with problems involving several concrete variable in standardized situations
- Ability to develop and maintain effective departmental and public relations

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**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 reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Three (3) years of clerical and skilled typing work experience, included or supplemented by courses in business practices and typing.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name