

## CLERK III/TYPING

**DISTINGUISHING FEATURES OF THE CLASS:** This is a clerical position which involves the performance of a wide variety of activities within well-defined procedures. Individuals assigned to this class are given detailed oral and/or written instructions for new or more complex assignments. The duties are carried out under direct supervision, which is usually received in the form of review of completed assignments, another step in the clerical process and/or supervisory observation. Employees of this class may be required to exercise some independent judgment in performing assigned duties. Supervision is not a responsibility of this position, but Rochester Housing Authority employees may be expected to lead subordinate clerical employees in the performance of their duties. Performs related work as required.

**TYPICAL WORK ACTIVITIES:**

- Types material from copy, rough drafts, dictation machine, or other instructions;
- Checks items being filed for completeness;
- Checks items, data or names in files for accuracy;
- Prepares and types correspondence on matters where policies and procedures are well defined;
- Creates and modifies documents using word processing software and personal computer;
- Enters data and runs reports, using database management software and personal computer;
- Greets individual visitors and refers them to the proper persons;
- Places calls and provides information over the phone;
- Transfers information from one file or other record to another by hand;
- Files, shelves or stores items (such as folders, books or other items) in accordance with file codes or classification symbols;
- Prepares new file folders;
- Proofs, by comparing typed material with source material, and corrects or marks for correction as necessary;
- Cross references files.

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the alphabet;
- Knowledge of and ability to use word processing software;
- Ability to use a personal computer;
- Ability to type;
- Ability to copy numerical data and other information accurately;
- Ability to prepare and type written communications;
- Ability to compare numbers quickly and accurately;
- Ability to spell;
- Ability to compare names and narrative information quickly and accurately;
- Ability to alphabetize names and categories;
- Ability to read standard forms;
- Ability to perform arithmetic computations;
- Ability to maintain records and files;
- Ability to deal effectively with the public and office personnel.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

- All the Entry Level KSA'S PLUS
- Knowledge of office policies, procedures and terminology.

**MINIMUM QUALIFICATIONS:**

High School diploma or equivalent PLUS

- I. Associates' degree in secretarial science or office technology;

**OR**

- II. Two (2) years experience performing general clerical activities which included entering data into a personal computer.

REVISED: OCTOBER 16, 1997  
REVISED: NOVEMBER 18, 2004  
REVISED: NOVEMBER 17, 2005