

## **PART-TIME TYPIST (PLANNING DEPARTMENT)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position provides secretarial and clerical support to a unit or department. While the specific duties vary with the needs of the office, the incumbent provides skilled keyboarding services in addition to a range of routine clerical services such as filing, photocopying, faxing, maintaining office supplies, sorting and distributing mail and other similar activities. While initially, assignments are limited in scope, employees eventually will be assigned duties of increasing difficulty. Work is performed under direct supervision and detailed instructions are given for new or difficult tasks. Supervision of others is not normally a function of this class.

**TYPICAL WORK ACTIVITIES:** The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Performs skilled keyboarding to produce correspondence, reports, tables, charts, and to maintain large databases;
2. Gathers, extracts and copies information for use by technical and professional staff;
3. Takes longhand minutes, prepares summary notes and submits to supervisor for approval before distribution;
4. Receives calls and callers and gives out routine information;
5. Files correspondence, memoranda, reports, and other materials in record system in accordance with departmental guidelines; pulls records for use by staff or disposition to storage or destruction;
6. Reviews records and documents for completeness, compliance with departmental standards and for accuracy;
7. Indexes materials and performs simple record-keeping tasks;
8. Performs a variety of clerical support work based on unit needs including logging records, photocopying, faxing, maintaining office supplies, processing bulk mailings and similar activities;
9. May enter data into terminal from forms and printed copy;
10. May maintain records of time and benefit usage, employee certification and training.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of business English necessary to recognize and correct common errors in correspondence, records, and reports; Knowledge of arithmetic to verify calculations and report on work activities; Knowledge of record keeping necessary to organize data from several sources, scheduling, and for maintaining a record system using running balances; Skill in operating office automation equipment sufficient to produce work accurately and efficiently; Ability to operate a keyboard at not less than 35 words per minute; Ability to learn software packages for word processing to produce a variety of information; Ability to understand and follow oral and written directions; Ability to take minutes and prepare summary notes; Ability to learn and work within departmental procedures and guidelines; Ability to provide basic information and direction to the

public; Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:** Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.

**NOTE:** A performance test in keyboarding may be required.

**PREFERRED QUALIFICATIONS:** Prior municipal experience preferred. Some knowledge of the provisions of local zoning laws; some knowledge of the purposes, principles and terminology employed in municipal, regional and community planning; some knowledge of zoning and subdivision principles and review processes; some knowledge of current problems and literature in the field; some knowledge of research methods and techniques; some knowledge of federal and state programs related to the planning process; ability to develop skills and techniques in preparing specialized planning projects such as land development, community development, economic development, transportation, housing, infrastructure and others; ability to read and interpret site plans, specifications and maps; ability to understand complex oral and written directions; ability to multi-task; ability to get along well with others; firmness with courtesy; honesty; tact; good judgment; initiative; resourcefulness.