

City of Mission Job Description

Job Title: **Clerk Typist**

Classification: **Non-Exempt**

Department: Planning



Supervisor: Administrative Assistant

Effective: 01/31/2018

**I. JOB SUMMARY:**

The individual will assist the Administrative Assistant with phone calls received and incoming visitors to the City of Mission Planning Department, will also need to determine the nature of the business and/or direct phone calls or visitors to the appropriate destination. Will schedule appointments, give information to callers or visitors to the office. Will compile data and post to computer. Will assist with routine clerical duties such as typing reports, minutes, letters, and will include typing building permit reports as directed by the supervisor, file correspondence and other documents, address envelopes or packages by hand or with typewriter. Assist in mailing public hearing notices and/or letters to be routed or mailed, date, stamp, and/or log in incoming correspondence, and other duties as assigned and directed. This position has no supervisory responsibilities. This individual will perform other duties assigned when needed by supervisor/department head.

**II. EDUCATION REQUIREMENTS:**

- High school diploma or G.E.D. required.
- Must have a minimum of two (2) years' experience with office/clerical procedures.
- Must be proficient in working with personal computer, typewriter, and general office equipment.
- Must be able to type 45 words per minute and have good filing skills.
- Oral and written communications skills in English to at least the 9<sup>th</sup> grade level (to include correct spelling).
- Must have knowledge and experience with Microsoft Word, Windows, Excel, Internet, and E-mail.
- Must have experience in using a 10 key calculator by touch.
- Must be able to communicate proficiently in English and Spanish.

**III. EMPLOYMENT REQUIREMENTS:**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant's rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.



- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

**IV. SKILL AND ABILITY REQUIREMENTS:**

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business matter.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to perform work that is routine and detailed.
- Ability to establish and maintain effective working relationship with the general public, supervisor, and co-workers.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to quickly handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.

**V. EQUIPMENT/MATERIALS:** General office and safety equipment/materials to include but not limited to the following:

- Personal computer
- Computer printer
- 10 key calculator
- Postage meter machine
- Manual hole puncher
- Computer software
- Policy & procedure handbook
- Computer keyboard
- Typewriter
- Copy machine
- Pens, pencils, highlighters
- Computer mouse
- Telephone
- Fax machine
- Stapler, rulers
- Diskettes & CD's



**VI. ESSENTIAL JOB FUNCTIONS:**

- Answer telephone with clear, courteous, and business voice, plus direct the calls to the appropriate destination; to include keeping a log of the incoming calls for staff.
- Receive visitors, answer questions and inquiries to resolve issues at hand or directs to appropriate destination.
- Sort and file letters and other documents daily.
- Copy documents, utilizing office copying equipment.
- Enter or post data into computer as directed.
- Prepares letters and packages for processing utilizing postage meter machine for mailing.
- E-mails and faxes information to different departments or vendors.
- Type letters, public notices, building permit reports and other documents as requested and within the time frame specified by the supervisor.
- Receive, sort, and stamp with time and date all incoming correspondence and distributes mail, packages, and other correspondence within the office.
- Transcribe minutes from recorded public meetings.
- Handles Addressing and Business Licenses.
- Assist the building permit division by making copies and answering the telephone as needed.
- Perform all job functions with special attention placed on good public relations, safety, and proper office procedures in compliance with city policies.
- Works after-hours as needed to attend meetings.

**VII. NON-ESSENTIAL JOB FUNCTIONS:**

- **None**

**VIII. WORK ENVIRONMENT:**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Extreme heat (non-weather)	X			
Extreme cold (non-weather)	X			
Fumes or airborne particles	X			
Outdoor weather conditions	X			
Toxic or caustic chemicals	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



**IX. MANUAL DEXTERITY:**

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Find finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

**X. PHYSICAL DEMAND ANALYSIS:**

**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
<b>CARRYING</b>	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
<b>PUSH/PULLING</b>	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

City of Mission Job Description

Job Title: **Clerk Typist**



con't – page 5

**NON-MATERIAL HANDLING ACTIVITIES**

Task	Frequency	Performance
<b>CLIMBING</b>	<b>O</b>	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
<b>BALANCING</b>	<b>C</b>	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
<b>STOOPING</b> (bending at waist)	<b>F</b>	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down from floor area.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
<b>CRAWLING</b>	<b>O</b>	Under desk to plug computer, tower, and printer.
<b>REACHING</b>	<b>C</b>	Open drawers and retrieve files and documents, partial to full arm extention, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
<b>TWISTING/TURNING</b> (rotation)	<b>C</b>	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
<b>STANDING</b>	<b>C</b>	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplise, books at shoulder level, opening file drawers, pick up and deliver documents.
<b>SITTING</b>	<b>C</b>	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
<b>WALKING</b>	<b>F</b>	Retrieve paperwork within office and other offices within department up to 50' walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
<b>GRASPING</b> (whole hand activities)	<b>C</b>	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser, filing baskets.

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

I understand the physical demands, work environment factors and mental functions of this job.  
I can fulfill the essential functions of this position as described in this job description:

\_\_\_\_\_   
 Print Employee Name

\_\_\_\_\_   
 Employee Signature

\_\_\_\_\_   
 Date

xc: Personnel File