

KEYBOARD SPECIALIST

Distinguishing Features of the Class: The work involves the performance of a variety of standardized clerical tasks and the full-time or substantial part-time operation of equipment requiring the manipulation of an alphanumeric keyboard and related software packages to produce printed copy. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by checking completed work, by periodic or spot checks, or other steps in the clerical process. The incumbent does related work as required.

Typical Work Activities:

- Receives and organizes work to be typed determining document format;
- Types correspondences, documents, records, charts, tables, and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;
- Proofreads and corrects work producing accurate, clean and complete typed copy;
- Prepares, stores and retrieves lists and documents;
- Answers telephone and gives out routine information or relieves at switchboard;
- Updates and stores department forms on word processor;
- Orders office supplies and maintains inventory of supplies and equipment;
- Sorts, date stamps and distributes mail and packages;
- Performs routine equipment maintenance tasks;
- May serve as receptionist and greets clients and/or visitors;
- Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material, and periodically purging obsolete material;
- Schedules meetings and appointments;
- May collect fees and account for monies received;
- May prepare and maintain time records and payroll data;
- May operate office machines such as copy or duplicating machines, CRTs, etc.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; ability to set up appropriate forms, charts and other tabular listings; ability to perform close, detail work involving considerable visual effort and strain; ability to understand and follow oral and written instructions; ability to maintain neat and legible records; ability to deal with the public; accuracy; physical condition commensurate with the demands of the position.

Minimum Qualifications:

(A) Graduation from high school or possession of a high school equivalency diploma including or supplemented by a typing course; **OR**

(B) One year of clerical experience which involved typing; **OR**

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

10/10/91

CLASS: COMPETITIVE