



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 491.1

Job Title: **CLERK TYPIST**

Pay Grade: 6

GENERAL SUMMARY:

Performs typing and routine clerical duties, including maintaining records and files and distributing mail.

RESPONSIBILITIES:

- Types correspondence, reports, charts, requisitions, lists, labels, etc.
- Maintains records and files.
- Operates office machines such as computer, calculator and copier.
- Distributes incoming and outgoing mail.
- Answers telephones and greets visitors on occasion.
- Assists with various projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required.

Certification: Must pass a city administered typing test with a typing speed of 40 words per minute with no more than 4 errors.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staff. Interaction involves routine information exchange and/or service activity requiring common courtesy; e.g., answering questions, giving directions in response to requests.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or service activity that requires common courtesy; e.g., directing calls, and answering questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Clerk
Clerk Typist
Receptionist
Senior Clerk
Administrative Aide

Effective: October 1990

Revised: May 2020