

Jurisdictional Class: Competitive  
Adopted: April 8, 1988  
Revised: September 20, 2018

**PRINCIPAL CLERK/TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is highly important clerical and typing work involving responsibility for the frequent exercise of independent judgment in planning and overseeing complex clerical activities, and independently performing the more important phases of such work. Work is performed under limited supervision and in accordance with generally accepted clerical objectives, policies, and procedures. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment, where recommendations are initiated. Supervision is exercised over the work of clerical staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, assigns, and reviews clerical work and instructs clerical staff in the details of specialized clerical work;  
Revises and develops improved work procedures and methods and installs those approved by superiors;  
Receives and reviews complaints and assigns necessary follow-up action;  
Assists superiors in the preparation of budget information, collection of data, compiling of statistics, and solution of personnel problems;  
Maintains complex activity control records, schedules work loads and flow, and coordinates the work with that of other units;  
Maintains complex indexing, coding, and filing systems;  
Maintains and compiles accurate records;  
Supervises and participates in the maintenance of routine financial and stock control records not requiring specialized account keeping training;  
Maintains, records, organizes, and updates database records and generates, formats, and compiles accurate reports;  
Inputs new information into database systems and monitors upkeep;  
Assists in the design and implementation of computer programs and database systems for the use of the office/center;  
Develops standardized forms for recurring correspondence;  
Conducts important correspondence in connection with clerical staff needs and personnel matters with the Department of Personnel;  
Conducts routine correspondence on matters where policies and procedures are well defined;  
Operates typewriter, computers, copying machines, fax machines, scanners, laminators, and other office equipment and may arrange for maintenance of such machines;  
May serve as liaison with other agencies/business offices;  
May be responsible for upkeep of checkbook and petty cash funds.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of business terminology, procedures, and equipment;  
Thorough knowledge of business arithmetic and English;  
Working knowledge of modern office machines and ability to apply it to recurring work problems;  
Thorough knowledge of policies, laws, and regulations relating to the program of the particular agency;  
Ability to plan, assign, and supervise the work of clerical staff;

## Principal Clerk/Typist

Ability to type and operate a personal computer and utilize common office software programs including word processing, spreadsheet, and databases accurately at an acceptable rate of speed;  
Ability to prepare correspondence and reports;  
Ability to deal effectively with the public;  
Sound judgment in solving complex problems.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, five (5) years of progressively responsible clerical experience, and proof of typing ability\*.

\*Proof of typing ability: Work experience must include typing, or  
A course in typing, computer, or data entry (high school, trade school or college), or  
Acceptable typing waiver showing ability to type a minimum of 35 wpm

**NOTE:** College courses or related training beyond high school may be credited on a year-for-year basis for experience but you must still possess proof of typing ability as indicated above.