



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Clerk Typist	Job Code:	6002800	Job Grade:	05
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	9311
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C or D	EEO Code:	F01

Summary of Functions: Performs direct support tasks which includes the utilization of word processing software and/or data terminals to prepare various documents for professional staff; ensures accuracy in grammar and punctuation; and performing other limited support duties as assigned. Works within a well-defined framework of policies and procedures, under immediate supervision.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Types various documents from rough draft to finished form and edits/corrects documents ensuring accuracy in grammar and punctuation.	55	E
2. Receives incoming calls, takes accurate messages and delivers them in a timely manner.	20	E
3. Processes and distributes departmental correspondence, documents and materials to appropriate persons, agencies and organizations.	10	E
4. Performs general office duties to include alphabetizing, indexing, proofing, verifying and maintaining department correspondence, documents, materials and files.	10	E
5. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED program.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 25 wpm or 50 kspm. Candidates for all clerical, administrative and/or secretarial positions will be required to take and pass at least one skill(s) test(s) which will be determined by the Elected Official or Department Head based on the position and the operational needs of the department. Testing may include one or more of the following: 10-key, Coding, Data entry, Filing, Grammar, Math, MS Excel, MS Word, Proof Reading, Spelling, Sorting, Timed Typing (3 minute). Ability to understand and follow written and verbal

instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public.

Physical/Environmental Requirements:

May require prolonged sitting and standing and ability to lift files, boxes, and copies up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E0=5, VM1C=15, PD1C=15, WH1B=10, WE1C=5, IC1C=25, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL: 210

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 5/2003

Approved by Civil Service Commission on

Date 6/16/2003

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.