



**1st Judicial District  
Department of Correctional Services**

**Notice of Temporary Open Position**

<b>Job Title:</b>	<b>CLERK TYPIST</b>	<b>Classification #:</b>	60100
<b>Location:</b>	Waterloo Probation/Parole	<b>Work Schedule:</b>	Normally Monday - Friday 8:00AM - 5:00PM
<b>Address:</b>	527 E. 5th Street Waterloo, IA 50703	<b>Position Type:</b>	Temporary
<b>Pay Scale/Grade:</b>	014/13 \$12.57/hr		
<b>HR Contact:</b>	Kristin Blaylock, 319.292.1281	<b>Date Posted:</b>	06/21/2018
<b>Job Information Contact:</b>	Denise Cooper, 319.292.1268	<b>Posting Expires:</b>	When Filled

<b>Applicant Instructions:</b>	Complete application located at Department Website: <a href="#">Link</a>
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<b>Applications Accepted By:</b>	
<b>FAX OR EMAIL:</b> <b>(BEFORE POSTING EXPIRES)</b>  319.291.3947 kristin.blaylock@iowa.gov	<b>MAIL:</b> <b>(BEFORE POSTING EXPIRES — POSTMARK NOT CONSIDERED TIMELY SUBMISSION)</b>  Department of Correctional Services Attn: Kristin Blaylock PO Box 4030 Waterloo, IA 50704

<b>Posting Information</b>
<b>QUALIFICATIONS, EDUCATION AND JOB DESCRIPTION — SEE PAGE 2</b>
<b>This Department is an Equal Opportunity/Affirmative Action Employer.</b>

<b>Approved By:</b>	Ken Kolthoff, District Director	<b>Date:</b>	06/21/2018
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**CLERK TYPIST - 60100**

GENERAL STATEMENT OF DUTIES:

Performs routine typing and general clerical duties. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

A Clerk Typist engages in repetitive clerical work. Detailed instructions are given for new or difficult assignments, and work is reviewed in process or upon completion for accuracy. As the employee becomes familiar with particular procedures, he/she may work with more independence. This is an entry level class requiring immediate supervision.

EXAMPLES OF WORK: (illustrative only)

- Types letters, forms, reports, index cards, envelopes, articles, tabulations, lists, requisitions and other documents from clear copy, rough draft, or dictating machines.
- Sorts, indexes, and files correspondence, vouchers, reports, index cards, forms, or other materials numerically, alphabetically, or by some other predetermined classifications.
- Makes arithmetical calculations and computes data for requisitions, time reports, or other reports and records.
- Acts as a receptionist, answering telephone and furnishing information and directions to visitors.
- Secures and gives out routine information not requiring interpretation of regulations or policies.
- Opens, processes, and routes daily mail.
- Performs simple clerical accounting tasks.
- Handles calls for information and/or takes messages.
- Operates office equipment not requiring previous special training.

DESIRED KNOWLEDGES, SKILLS, AND ABILITIES:

- Some knowledge of business English, spelling, and arithmetic.
- Some knowledge of office terminology, procedures, and equipment.
- Ability to make simple arithmetical computations and tabulations with speed and accuracy.
- Ability to understand and follow oral and written instructions.
- Ability to learn assigned tasks readily, to adhere to prescribed routines, and to develop some skill in the operation of common office equipment.
- Ability to deal courteously and tactfully with the public and to work harmoniously with other employees.
- Ability to type from clear copy at a reasonable rate of speed.
- Ability to follow procedures with accuracy.
- Ability to perform the essential functions of the position.

REQUIRED EXPERIENCE AND TRAINING:

- Completion of high school or G.E.D.
- Ability to satisfactorily complete performance tests as required.

ESSENTIAL FUNCTIONS:

- Ability to communicate effectively with staff and others to obtain, process, and accomplish assigned work.
- Ability to adequately operate office equipment such as telephone, copier, facsimile, calculator, or personal computer required to perform work assignment of the specific position.
- Ability to understand and follow directions and to process data and information provided to accomplish assigned work.
- Ability to travel and attend meetings if required in the performance of job duties.
- Ability to sit for long periods, and ability to work with arms on desk for several hours at a time.
- Ability to operate a computer terminal for several hours each day.

Adopted March 1, 1987  
 Revised July 1, 1990  
 Revised January 1993  
 Revised November, 1997

Approved	Date
<i>Merric J. Murray, Human Resources Director</i>	