

BILINGUAL TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the performance of standardized clerical tasks involving the full-time or substantial part-time operation of a typewriter. Detailed instructions are given for new or difficult assignments. Alertness and a willingness to learn and prepare for assignments or progressively increasing difficulty are essential attributes for employees in this title. Incumbent must possess ability to translate orally and in writing from English to Spanish. Excepting the ability to typewrite, this class is equivalent to the class of clerk. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a typewriter and/or Electronic Work Station (personal computer, word processor, or any other electronic, micro-processor/device) and/or a computer terminal in performing duties described below:

Types forms, form letter, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lis pendens, reports, index cards, time cards and similar materials;
 Transcribes dictaphone cylinders and/or longhand copy (which includes the typewriters used in relation to word processing);
 Relieves telephone switchboard operator and employees waiting on the public;
 Addresses envelopes on a typewriter;
 Cuts mimeograph stencils;
 Types and maintains various types of records;
 May, on occasion, be required to operate word processing, data entry or related business equipment;
 Files correspondence, memoranda, reports and other materials;
 Operates a mimeograph, adding machine, word processing machine (typewriters) or other simple office machines;
 Indexes materials and performs simple record keeping tasks;
 Makes entries on cards, or bills, or in ledger from original sources;
 Translates orally and in writing from English to Spanish.

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 type accurately at 35 words per minute; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; ability to translate orally and in writing from English to Spanish; clerical aptitude, mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing; or
2. One year paid clerical experience supplemented by a course in typing.

NOTE: Individual's appointment to the Bilingual Typist position will be required to demonstrate an ability to translate orally and in writing from English to Spanish at a satisfactory level during the probationary period.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

APPROVED: August 8, 1986