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Job Specification

KEYBOARDING CLERK 1

DEFINITION:

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Keyboarding clerks typically spend a majority of their work time (more than 50%) typing or operating keyboard equipment. Speed and accuracy are essential for all keyboarding positions.

NOTE: Appointments may be made to positions requiring bilingual skills.

01271 - Bilingual in Spanish and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

07807 - Bilingual in Vietnamese and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Vietnamese and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Key enters or types documents from handwritten draft into draft or final form, according to prescribed formats, by transferring information onto letters, reports, schedules, and itinerary.

Key enters or types addresses on envelopes, or information on forms, form letters, or other form-type documents.

Edits, proofreads and performs spelling or grammar checks to ensure typographical accuracy.

Key enters or types technical, scientific, financial, statistical, and other statements, reports, certificates, correspondence, memoranda, payrolls, vouchers, purchase orders, charts, forms, tabulations, bills, warrants, contracts, specifications, case records, manuscripts, and legal documents from copy, records, tapes, or other recording equipment.

Utilizes printers and printing software to produce final documents; may make use of software packages such as standard word processing, spreadsheet, electronic mail (e-mail), desktop publishing and integrated software packages as required.

Receives, screens, reviews and verifies documents.

Reviews and checks assigned reports, applications, and other documents

for corrections and completeness; refers problems to a lead worker or supervisor for resolution.

Opens, time stamps, sorts, numbers, and distributes mail.

Maintains prepared mailing lists.

Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.

May wrap packages for shipment by mail or express.

Assembles materials for distribution.

Hand stamps letters, papers, and other documents.

Fills in and checks form letters, circulars, and forms as directed.

Compiles information and/or numerical data.

Provides general, routine information in person or over the telephone; refers complicated or non-routine inquiries to appropriate staff.

May assist in requisitioning, storing, and distributing office supplies.

Schedules administrative proceedings as required; may process requests for scheduling changes.

Operates various types of office and mail processing machines such as a keyboard equipment, typewriter, calculators, computer printers, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.; may perform simple maintenance tasks such as adding toner, paper or changing print ribbons.

Key enters or types simple or routine reports and/or assists in the preparation of reports by gathering data, tabulating results, and/or preparing simple charts.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Applicants will be required to demonstrate proficiency in keyboarding or typing.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of office routines, equipment, and practices after a period of training.

Ability to operate an alphanumeric keyboard or typewriter with speed and accuracy, to produce documents such as letters, memos, reports, charts, forms and other materials.

Ability to format, use, and prepare forms, charts and other documents.

Ability to proofread documents and correct errors.

Ability to understand, remember, and carry out oral and written directions.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to make simple arithmetic calculations and tabulations.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Work Service Week	State Class Code	Local Class Code	Salary Range	Note
01268		L	N	N/A	00		-
01271	Bilingual In Spanish And English	L	N	N/A	00		-
07807	Bilingual In English And Vietnamese	L	N	N/A	00		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

3/26/2011