

KEYBOARD SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of a computer for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, crosschecking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and organizes work to be processed determining document format;

Prepares correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;

Proofreads and corrects work producing accurate, clean and complete prepared copy;

Prepares, stores and retrieves lists and documents;

Answers telephone and gives out routine information;

Updates and stores department forms on a computer or word processor;

Orders office supplies and maintains inventory of supplies and equipment;

Sorts, date stamps and distributes mail and packages;

Performs routine equipment maintenance tasks;

Serves as receptionist and greets clients and/or visitors;

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;

Schedules meetings and appointments;

May collect fees and account for monies received;

May prepare and maintain time records and payroll data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern office terminology, procedures, equipment and business English;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;

Ability to organize and maintain accurate records and files;

Ability to set up appropriate forms, charts and other tabular listings;

Ability to perform close, detail work involving considerable visual effort and concentration;

Ability to understand and follow oral and written instructions;

Ability to maintain neat and legible records;

Ability to communicate effectively, both orally and in writing;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None