

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

### *Clerical Position*

Classified, GRADE 4  
35 or 40 Hour Week

### **CLERK TYPIST**

**GENERAL STATEMENT OF DUTIES:** Performs a variety of clerical and typing tasks; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class perform responsible and varied clerical work, requiring word processing skills. The position requires the exercise of judgment in the application of prescribed procedures and methods to routine matters. Depending upon the Department to which assigned, the work may be done under general supervision or independently, and may be checked by another step in a clerical process or by an immediate supervisor.

**ADA REQUIREMENTS:** This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **EXAMPLE OF WORK:** (Illustrative only)

Type and maintains correspondence, tables, reports, programs, lists, manuscripts, legal documents, memoranda and statistical summaries from rough draft;

Type accounting and financial statements such as purchase orders, statistical summaries, payroll and other documents;

Prepare replies to general correspondence for the department head and supervisor;

Transcribe minutes for commissions and boards;

Collect fees and deposits into the proper accounts, or transmit for deposit;

Prepare lists; stuff envelopes and maintain docket of all documents;

Manage registration information, applications, and related data bases;

Cross-index and file documents and correspondence as directed;

Act as desk clerk in issuing and receiving applications for permits or other documents;

Answer inquiries by telephone or in person and according to established departmental policy;

Sorts, stamps, indexes, records, maintains and preserves documents and accurately records fees

or costs;  
May serve as a receptionist.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good working knowledge of one or more word processing programs, office terminology, procedures and equipment and of business arithmetic and English; some knowledge of elementary bookkeeping; ability to understand and follow complex oral and written directions; ability to maintain complex clerical records and prepare reports from such records; ability to make specified decisions in accordance with defined criteria; ability to make mathematical computations; ability to type from clear copy or rough draft at an average rate of speed; clerical aptitude; good judgment; tact and courtesy; willingness and ability to adapt to new office procedures as required; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D. and some experience in clerical work in a computerized office setting; or any combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination and typing test rated at a minimum of 45 words per minute administered by the Kent County Personnel office. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgement

Eff. 10/01/07  
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