

# MORGAN STATE UNIVERSITY

## JOB SPECIFICATON



### **TYPIST CLERK IV**

Class Code: N1132  
Pay Range: 06

FLSA Code: N/E (Non-Exempt)

### **JOB SUMMARY**

Under general supervision, performs advanced or lead worker level of typing work.

### **PRIMARY DUTIES**

1. Prepares manuscripts, reports, schedules, tables, forms memoranda's, financial statements and other material from copy, rough drafts, or notes.
2. Performs specialized clerical work involving the exercise of independent judgment in making decision.
3. Assists in planning, assigning, directing work flow, and reviewing the work of a group of clerks, stenographers or typists engaged in a variety of clerical tasks such as filing duplicating, answering queries of the public, compiling numerical data, or maintaining stock records.
4. Assembles a variety of information and supervises checking and processing of the data into reports for administrative officials.
5. Consults with and makes recommendations to the supervisor on improvement of clerical operations and procedures within the group.
6. Maintains costs and other fiscal records requiring no technical knowledge of accounting; allocate cost items to a variety of accounts according to prescribed classifications; and prepare reports and statements.
7. Compiles data for annual reports, special studies and other purposes; prepares complex worksheets and table and makes mathematical computations on the material assembled.

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8. Code, classifies and files, or supervises the filing of, all materials in a large and complex filing system.
9. Composes correspondence involving interpretation of department rules in connection with fairly complex State functions.
10. Relieves the administrator of clerical detail by transcribing order accuracy of computation.
11. Examines, checks, and verifies complex statistical and other accuracy of computation.

**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs. Pertinent volunteer and/ or part-time experience is acceptable. Please document the number of hours spent per week in this type of experience.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** Three years of clerical work experience. Must have demonstrated ability to type accurately not less than (40) forty words per minute.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Working knowledge of office practices, procedures, and equipment; of business English, spelling, grammar, and arithmetic. Skill in operating manual and automated office equipment. Ability to produce documents using automated equipment and office software; to perform arithmetic calculations; to file documents according to alphabetic and numerical sequence. Ability to make decisions in the light of established precedents; make complex arithmetical calculations rapidly and accurately; maintain and keep records of some complexity, to prepare important reports and tabulations from these records; understand and follow complex oral and written instructions; plan, organize and supervise the work of clerical subordinates; make minor decisions in accordance with laws, rules and regulations; and to apply departmental policies to daily work problems; develop, install and maintain clerical methods, forms and procedures under general supervision; establish and maintain satisfactory working relationships with other employees and with the public.

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This is the advance or lead worker level of clerical/ typing work. An employee in this class is responsible either for leading the work of a clerical unit or for the independent performance of a variety of general clerical duties. Duties include routine typing at a speed of forty words per minute.

As a clerical lead worker, the employee spends most of the time assisting in supervising the activities of a group of clerical and/ or stenographic employees who perform a variety of tasks of differing complexity. The employee may also perform the work as necessary. The work requires exercise of discretion and considerable independent judgment in applying laws, rules and procedures related to work problems. It is this employee's responsibility to initiate work procedures and insure their efficiency of operation. In order to direct the work of the unit, this employee makes procedural decisions in accordance with policies and practices.

When performing independently, this employee is responsible for a phase of general clerical work which requires the application of several varied procedures to complex matters. It requires considerable experience in the type of work performed in order to understand various facets of the operation. Work is not readily verified and consequence of errors may cause certain administrative complications. Although work follows established procedures, it does allow for independent digression from procedures as need arises. The employee is responsible for recommending new or improved methods of operation.

Employees in this class receive general supervision only. The employee leads the work of persons performing a variety of clerical or related operations. In the case of an independent clerk, direction may be exercised over the other clerks, stenographers or typists during special assignments.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.