



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLERK TYPIST (P/T)**  
Classification Specification

**GENERAL PURPOSE**

Under close supervision, performs a variety of routine clerical and office duties.

**SUPERVISION RECEIVED**

The Clerk Typist works under the close supervision of supervisory administrative staff or other full-time clerical staff including, but not limited to the classifications of: Secretary to the City Manager, Chief Deputy City Clerk, Secretary and Intermediate Clerk Typist, or other equivalent positions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Clerk Typist classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Answers telephones and greets customers at public counters; may respond to routine inquiries about department procedures.
2. Assists customers with routine departmental transactions.
3. Performs routine typing, data entry and record keeping.
4. Sorts and prepares incoming and outgoing department mail.
5. Makes copies and collates materials for distribution.
6. Prepares and maintains department files.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

1. High school graduation (or GED equivalent) and one year of clerical experience, or equivalent.

Necessary Knowledge, Skills and Abilities:

1. Some knowledge of modern office methods and equipment.
2. Knowledge of proper grammar and the ability to communicate clearly, both verbally and in writing.
3. Ability to follow verbal and written instructions and carry out assignments to their completion.
5. Ability to use required office equipment including, but not limited to, typewriters, computer terminals, fax machines, telephones and copy machines.
4. Ability to establish and maintain effective working relationships with fellow employees and the public.

Licenses/Certificates:

May be required to possess a valid class "C" California Driver's License.