



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLERK TYPIST**  
Classification Specification  
(Classified)

**SUMMARY**

Under close supervision, performs a variety of entry-level clerical work in the City Attorney's Office; including work processing, process payments/invoices, preparing subpoenas, checking the court docket, file management; and performs other related work as required.

**SUPERVISION RECEIVED**

The Clerk Typist reports to the City Attorney, manager or designee.

**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.

- Answers telephones and greets customers at public counters; may respond to routine inquiries about department procedures.
- Assists customers with routine departmental transactions.
- Performs routine typing, data entry and record keeping.
- Sorts and prepares incoming and outgoing department mail.
- Makes copies and collates materials for distribution.
- Prepares and maintains department files.
- Prepares subpoenas.
- Process purchase orders and accounting invoices/payments pursuant to department budget.
- Checks the Court docket through Trial Court Information System (TCIS) regarding status of criminal cases.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

- Graduation from High School (or GED equivalent).
- One (1) year of clerical experience working in a City Attorney's office preparing subpoenas, processing purchase orders and accounting invoices/payments, and checking court dockets.

Knowledge and Abilities:

- Some knowledge of modern office methods and equipment.
- Knowledge of proper grammar and the ability to communicate clearly, both verbally and in writing.
- Ability to follow verbal and written instructions and carry out assignments to their completion.
- Ability to use required office equipment including, but not limited to, typewriters, computer terminals, fax machines, telephones and copy machines.
- Ability to establish and maintain effective working relationships with fellow employees, City staff and the public.
- Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.
- Ability to process invoice for payments as required by Finance Department.
- Ability to process subpoenas and clerical work as requested by the prosecutors.
- Ability to research and look-up court docket entries for criminal cases.

Licenses, Certificate and/or Special Requirements

- Must possess a valid California Class C driver's license.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and within office setting. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move up to 25 pounds. This position also requires the ability to sit for up to three (3) hours at a time. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.

FLSA Status: Non – Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Classified

Revised: June 2022  
CSC Approved: 06/16/2022 “pending”