

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Clerk Typist III

Class Code: 1063

Pay Grade: 508

GENERAL CLASS DESCRIPTION:

Under general supervision, performs complex typing or word processing assignments on a regular and recurring basis, such as typing manuscripts for publication, grant applications, technical papers, statistical tables requiring specialized terminology, and performs related clerical work as required. Duties involve the use of personal computers, computer terminals, and a variety of software some of which may be discipline specific and conventional office equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Prepares and types complex medical records, technical articles, manuscripts for publication, bid specifications, grant applications, and technical papers requiring specialized terminology (i.e. medical terminology, Greek alphabet, scientific or mathematical symbols and terminology) and other material from rough draft, transcribing machines, various other source data and instructions.
2. Reviews completed documents to assure correctness of citations, unity and coherence, as well as terminology, spelling and grammar.
3. Makes recommendations on formatting, style, layout, and type of media.
4. Transfers reports and articles and converts images for posting to the web.
5. Performs clerical and secretarial tasks for the unit such as composes routine correspondence, greets and assists visitors, answers the phones, initiates forms and documents, schedules meetings, and integrates information for producing reports.
6. Creates statistical tables, drawings, charts, chemical structures, and/or complex equations and graphs.
7. Attends conferences, hearings, and other meetings to take and transcribe stenographic notes of conversations and testimony with reasonable degree of accuracy, as required.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name or functional area.
2. Knowledge of institutional and unit policies, processes and forms.
3. Knowledge of grammar, spelling, punctuation, capitalization, format, clerical procedures, and proofreading techniques.
4. Knowledge of technical terminology and symbols specific to the area of work.
5. Skill in utilizing computer packages and online systems. Ability to learn specific software programs that may assist in technical typing responsibilities.
6. Skill in operating office equipment.
7. Skill in creating tables, graphs, charts, and structures, and performing fast, accurate typing.
8. Ability to sit at a desk and concentrate visually for prolonged periods of time.
9. Ability to communicate effectively with staff, students, and the public.
10. Ability to follow oral and written instructions and apply institutional and other policies accurately.
11. Ability to gather, evaluate, and display data in appropriate format and keep accurate records.
12. Ability to organize and prioritize multiple tasks.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Any combination of related clerical office experience, related undergraduate education and/or post high school clerical training that is the equivalent to two years of full-time employment and includes the use of word processing.