



CITY OF CHINO

Clerk Typist II

Definition:

Under direct supervision, performs a variety of clerical duties and does related work as assigned.

Class Characteristics:

This is a multiple position classification. This class is characterized by completing clerical support duties requiring a working knowledge of the operations of the assigned work unit. It is distinguished from Clerk Typist I by its responsibility for more varied and complex clerical support duties. The Clerk Typist II class may be utilized in various City departments.

Essential Functions:

All Assignments

- Draft and finalize various documents from written, recorded, or printed sources and oral instructions.
- Prepare, validate, and process a variety of documents, such as timesheets, invoices, requisitions, deposit slips, and public notices for completeness and accuracy.
- Compile and record statistical data.
- Refer people to appropriate offices; answer routine questions; explain routine procedures; receive fees and issue receipts; distribute and explain forms.
- Schedule appointments: obtain routine factual information to create or update files; provide general assistance.
- Compile routine reports by extracting and/or tabulating information from a variety of sources.
- Provide support to City committees by collecting information, preparing agenda, scheduling meetings, and distributing materials.
- Sort and file materials such as correspondence and other documents; prepare mailings.
- Maintain files; conduct file search to locate requested information; purge files in accordance with established rules.
- Assist training instructors with location, handouts, test, audio-visual aids and any other training compliance needs.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Assigned to Police Training Unit

- Plan, administer and coordinate the Police Department's comprehensive training program.
- Evaluate training needs and determine training objectives based on POST standards.
- Review mandated training requirements to ensure compliance with POST and other legislation or regulations.
- Arrange lesson plans, prepare materials, and evaluate and select the most effective training aides and techniques.
- Provide effective instruction in law enforcement POST certified courses.
- Successfully complete POST certification course for instructors as required by State mandates.
- Maintain records and prepare related reports for POST training certifications, assessments and audits.
- Effectively work with police personnel in scheduling training needs such as travel, lodging and meals.
- Assist in the budget preparation and administration for the training program and monitor expenditures.

Assigned to Crime Prevention Unit

- Access information from internal databases and prepare it for local press inquiries.
- Assist with the creation and distribution of flyers for special events.
- Assist with scheduling and preparing for special events.
- Maintain intern and volunteer hours and statistics.
- Assist with station tours for community groups.

Assigned to Professional Standards / Administration Office

- Accurately track time off taken from accrual banks and make corrections as needed.
- Provide training/instruction to new personnel on payroll procedures.
- Maintain payroll related files for police staff.
- Become familiar with City rules and police MOU agreements.
- Have the flexibility to work on occasional weekends and/or holidays as needed to meet pay period deadlines.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

Knowledge of:

- General office methods and procedures.
- Office equipment operation.
- Principles and procedures of record keeping.
- Data processing systems/applications.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Use, and edit for, correct English grammar, punctuation, and spelling.
- Maintain accurate records.
- Deal tactfully and courteously with internal and external customers.
- Maintain confidentiality of sensitive information and data.
- Type at a *minimum* rate of 45 net words per minute.

Education:

- High School Diploma or G.E.D. (required).

Experience:

- One year of clerical experience.

Licenses/Certifications:

- Typing certificate with a minimum typing speed of 45 net words per minute dated no earlier than one year from application date.

Training/Safety Requirement:

- Job specific training will be provided according to class specifications during work hours.

Special Requirements:

- Possess a valid California Driver's License and a satisfactory driving record.
- Some work assignments require Spanish bilingual skills (verbal, reading, and/or writing) and will indicate so on the job announcement if this is necessary.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I: Light Physical Effort – Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

Details:

Department/Division: Multiple position classification

Reports To: Depends on assignment

Possible Career Advancement Opportunities:

From: Clerk Typist II

To: Administrative Secretary

Employee Unit:

SBPEA (Professional, Technical and Clerical)/Teamsters Local Union No. 1932 or Part-time/Temporary/Seasonal

Revised: 04/23/2021.

Replacing Clerk Typist II classification specifications dated 09/25/18.