

## **KEYBOARD SPECIALIST**

### **Minimum Qualifications:**

Graduation from high school or possession of a high school equivalency diploma or one year of clerical office experience and; either

A) Successful completion of a course involving the use of personal computers;

OR

B) Three months experience in a clerical position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy;

OR

C) Knowledge of personal computer equipment, operations and functions.

**Reports to:** Administrator

### **Essential Job Function-Distinguishing Features of the Class:**

This position involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy. Specific duties vary with the needs of the department. Supervisors are available for consultation concerning new or difficult assignments. Work is reviewed by immediate observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. A Keyboard Specialist does related work as required.

### **Performance Responsibilities-Typical Work Activities:**

1. Receives and organizes work to be typed determining document format.
2. Types correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material.
3. Proofreads and corrects work producing accurate, clean and complete typed copy.
4. Makes arithmetical computations, compiles and types simple statistical reports.
5. Prepares, stores and retrieves lists and documents.
6. Answers telephone and gives out routine information.
7. Updates and stores department forms on computer.
8. Orders office supplies and maintains inventory of supplies and equipment.
9. Sorts, date stamps and distributes mail and packages.
10. Performs routine equipment maintenance tasks.
11. Serves as receptionist and greets clients and/or visitors.

12. Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material.
13. Schedules meetings and appointments.
14. May collect fees and account for monies received.
15. May prepare and maintain time records and payroll data.

**Full Performance Knowledges, Skills, Abilities, and Personal Characteristics:**

Working knowledge of office terminology, procedures and equipment, working knowledge of business arithmetic and English, knowledge of the capabilities and limitations of electronic data processing equipment, ability to readily acquire a knowledge of operational equipment in use, ability to operate an alphanumeric keyboard such as a personal computer at an acceptable rate of speed, ability to set up appropriate forms, charts and other tabular listings, ability to perform close, detail work involving considerable visual effort, ability to understand and follow oral and written instructions, ability to maintain neat and legible records, ability to communicate effectively, accuracy, good judgment, physical condition sufficient to perform the essential functions of the position.

**Terms of Employment:** 12 month employee

**Evaluation:** Performance is evaluated by the Administrator

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.

5/2014