

	<i>Title:</i> Clerk Typist 3	<i>Date:</i> 1977
	<i>Department:</i> Administration	
	<i>Classification::</i> Inside	<i>Pay Grade:</i> 12
	<i>Date Signed Off by the Union:</i>	

Nature and Scope of Work

This is a varied complex stenographic and clerical work which includes taking and transcribing dictation proficiently on a variety of matters and performs moderately difficult clerical tasks in accordance with clearly defined work methods. Assigned duties may include secretarial, receptionist, counter and clerical tasks. The work differs from that of a Clerk Typist 2 by the greater complexity and variety of assignments and the taking and transcribing of dictation. Difficult or unusual problems are referred to a superior for advice and direction. Performs related work as required.

Required Knowledge, Abilities and Skills

1. Ability to take and transcribe dictation on various subjects and type a wide variety of correspondence, articles, reports and memoranda with speed and accuracy.
2. Ability to instruct junior personnel in the routine clerical functions of the Department according to established procedures, rules and regulations.
3. Ability to provide accurate, factual information to those requiring same.
4. Ability to act tactfully and practice good employee relations.

Desirable Training and Experience

1. Completion of Grade 12, supplemented with general business courses.
2. Several years experience at stenographic duties.

Required Licenses, Certificates and Registrations

None