



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



TOWN OF _____, CONNECTICUT

EMERGENCY MANAGEMENT (CIVIL PREPAREDNESS) JOB DESCRIPTION

POSITION: Support Staff - Emergency Management Clerk Typist I

NATURE OF WORK:

This position is clerical involving typing duties of basic complexity.

The work requires skilled typing in addition to other clerical assignments. Employees in this class perform routine office work which follows well established procedures. Detailed instructions and close supervision are received at the beginning of work and on new assignments, but regular routine assignments are performed more independently and some initiative and judgment is utilized as experience is gained. Assignment to the class includes data processing (word processing, spreadsheet, etc.), filing, document processing, record keeping and information gathering. Work is reviewed primarily for accuracy and completeness.

ILLUSTRATIVE TASKS:

- ⇒ Types articles, forms, purchase orders, letters, memoranda, reports, tabulations, and other materials from copy or rough draft.
- ⇒ Sorts and files correspondence, vouchers, or other materials numerically, alphabetically, or by other established classifications; processes employee applications.
- ⇒ Meets the public, gives non-technical information, or assists in giving semi-technical data, explains well defined rules; opens, sorts and distributes mail; takes telephone messages.
- ⇒ Dispenses office supplies.
- ⇒ Makes basic arithmetical calculations; computes data from requisitions, statistical reports, time and material reports or other records.
- ⇒ Knowledge of computer, copier, calculator, fax machine, and other related equipment.
- ⇒ Performs related work as required.

KNOWLEDGE, ABILITY AND SKILLS:

- ⇒ Some knowledge of business English, spelling and arithmetic.
- ⇒ Some knowledge of office procedures and practices.

Job Description - Clerk Typist I (Continued)

- ⇒ Ability to learn assigned clerical tasks readily and to adhere to prescribed procedures.
- ⇒ Ability to make arithmetical computations and tabulations accurately and with reasonable speed.
- ⇒ Skill in typing accurately at a reasonable rate of speed.

DESIRABLE EXPERIENCE AND TRAINING:

- ⇒ Some experience in office or related clerical work; and graduation from a standard high school including or supplemented by courses in typing.

APPROVED BY:

Signature _____
Chief Executive Officer

Date: _____

ACKNOWLEDGED BY:

Signature _____
EM Clerk/Typist/Secretary

Date: _____