

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Typist Advanced

Definition

Performs specialized clerical and typing tasks of moderate difficulty and subject matter diversity; may oversee clerks or typists in the performance of procedural clerical tasks; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Oversees clerical and typing operations to maintain workflow by training, making work assignments, and reviewing work of clerical workers; provides information to supervisor.

Compiles, edits, and types reports; obtains and compiles a variety of data from departmental records and outside sources.

Performs statistical typing, involving extensive use of numbers, charts, and columns; types letters, forms, memoranda, and other material.

Exercises judgment in making non-technical decisions in accordance with policies and practices of employing department.

Examines, checks, and verifies statistical and other reports for completion, appropriateness, adequacy, and accuracy; determines conformity to established requirements, and personally follows up the more complicated discrepancies.

Acts as clerical assistant to a supervisor; composes routine correspondence; interprets for others administrative decisions and policies as explained by supervisor; relieves the supervisor of clerical details.

Competencies Required

Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.

Abilities:

- Written Comprehension – Read and understand information and ideas presented in writing.
- Near Vision – See details at close range (within a few feet of the observer).

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Speech Recognition – Identify and understand the speech of another person.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Time Management – Managing one’s own time and the time of others.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) The ability to type at least 40 words per minute, as verified by a typing test, and experience equal to one year of full-time clerical office support work.
- 2) The ability to type at least 40 words per minute, as verified by a typing test, and a total of one year of education and/or full-time experience (as described in number one), where one year of post-high school course work in an accredited secretarial, business, or closely-related curriculum or 30 semester hours of accredited college or university course work in any field equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes six months of full-time work as a Typist.

Notes

For more information on typing tests, please visit <https://das.iowa.gov/human-resources/state-employment/typing-test-information>.

Effective date: 02/19 SA