

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**TYPIST – ADVANCED**

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**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 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 of English grammar, spelling and punctuation.

Knowledge of business arithmetic: addition, subtraction, multiplication and division.

Knowledge of general office procedures and equipment.

Ability to type 40 words per minute net.

Ability to assign and oversee the work of others.

Ability to maintain complex clerical records and prepare reports.

Skill in the operation and minor adjustment and maintenance of office machines, as job assignment requires (i.e., personal computer, calculator, or other office equipment).

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

One year of full-time clerical office or closely related experience and the ability to type at least 40 words per minute net;

OR

post high school course work in an accredited secretarial, business, or closely related curriculum may be substituted for the required experience on a month-for-month basis;

OR

an equivalent combination of education and experience, substituting thirty semester hours of undergraduate college course work for the required experience;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of six months of full time experience as a Typist.

Effective Date: 10/98 BW