

# Job Description

## Human Resource Use Only

Position Number:  
Step/Grade - E  
Effective Date: 6/2016

### POSITION IDENTIFICATION

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**Position Title:** CLERK TYPIST I

**Division:** POLICE

**Status:** FULL TIME NON EXEMPT

**Workweek:** Mon – Fri (7:30\_a.m.\_ - 4:30\_p.m. or 8:00\_a.m.- 5:00\_p.m.)

### SUPERVISORY RELATIONSHIPS

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**Reports to:** Office Manager

**Directly Supervises:** None

### POSITION PURPOSE

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A Clerk Typist I engages in repetitive office work, including typing, filing, and the operation of various office machines. Detailed instructions are given for new or difficult assignments and work is reviewed in process or upon completion for accuracy. Since this is the beginning class in this series, alertness and a willingness to learn and prepare for assignments of progressive difficulty are essential. A Clerk Typist I may check the work of other clericals for accuracy, but does not exercise direct supervision.

### ESSENTIAL DUTIES

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1. Types letters, forms, licenses, reports, minutes and similar material from dictation, rough draft or clear copy;
2. Files correspondence, registration cards, forms and other materials alphabetically, numerically or according to predetermined classifications;
3. Receives incoming calls, takes messages and gives information;
4. Operates copier, transcriber and other office equipment machines;
- 4.5. Prepares and mails letters to parents of juveniles arrested and notifications for non-appearance in court;
6. Enters Manitowoc Police Department field warnings into computer. Files warning slips and monitors warnings requiring action for compliance.
- 5.7. Prepare documents for copying procedures and forward to appropriate agencies.

8. Maintains parking ticket records, keeping count, sending ~~15~~ten day notices, contested parking tickets court citations, ~~and~~ registration suspensions and satisfactions and Tax Intercept collection processes.

~~6.9.~~Prepare background checks for various city licenses, such as but not limited to Class B Liquor, Bartender, Solicitor, Taxi Cab or Cabaret licenses.

~~7.10.~~ Enter accurate information into cash register, receive payments and place money into cash register and give accurate change and receipts.

~~8.11.~~ Fills out individual fingerprint cards or LIVESCAN fingerprint cards, including correct charge, state statute and/or city ordinance, state code and vital statistics;

~~9.12.~~ Transcribes dictation from officers to corresponding incident reports and/or process initial officer reports into the records management system.

~~10.13.~~ Receives complaints from public at front counter.

#### OTHER DUTIES

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1. ~~Maintains simple clerical and accounting records;~~

2. ~~Assists in processing of juvenile referrals.~~

3. ~~Transcribes court dispositions and enters them in computer.~~

~~3.4.~~Scan in old documents into current server system

~~4.5.~~Does related work as required. Perform other duties as assigned.

#### MINIMUM POSITION QUALIFICATIONS

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**Education:** High school diploma or equivalent

**Experience:** Vocational secretarial courses or any combination of education and experience that provides equivalent knowledge skills and abilities as determined by the Chief of Police

**Certifications/Licenses:** None required

**Other Requirements:**

#### KNOWLEDGE, SKILLS, & ABILITIES

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Knowledge of office methods, practices and equipment; proficiency and accuracy in word processing and using a typewriter; ability to receive money and give accurate change; ability to keep accurate records and make accurate reports; ability to follow oral and written instructions;

ability to keep information confidential; tact and courtesy; some knowledge of computer programs; Ability to communicate effectively with department staff; ability to clearly explain department procedures to members of the public. Ability to perform calculations of addition, subtraction, multiplication, division. Ability to assess and handle situations with irate customers in a calm manner by exercising good judgment, decisiveness, tact and courtesy.

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## BACKGROUND CHECKS- Condition of Employment

### PHYSICAL DEMANDS

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The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and transcription equipment. Must be able to tolerate the frequent repetitive motion required in typing.

**Physical Effort:** The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching and crawling. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, and ability to adjust focus.

**Working Conditions:** The work of this position is performed in an office environment where the noise level is generally moderate to quiet.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.