

DEPARTMENT: ALL COUNTY & ALL SCHOOL DISTRICTS
CLASSIFICATION: COMPETITIVE
APPROVED: REVISED AUGUST 1, 2000

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: Performs difficult and varied typing, computer and clerical tasks. This is difficult and varied clerical work requiring ability to type. Work requires the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Depending upon the nature of the assignment, work may be done under close or general supervision. Supervision may be exercised over the work of one or more clerical assistants. Excepting the ability to type, this class is equivalent to that of senior clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Working from rough draft or from data personally developed in accordance with established routine, types financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other materials;
2. Reviews reports and other documents for completeness, accuracy and conformity with established procedure;
3. Indexes and files documents and correspondence;
4. Assigns work, reviews and records work done and instructs new employees in specialized clerical work of the office;
5. Assembles a variety of data from office records for incorporation into various reports;
6. Composes and types routine correspondence using a computer or typewriter;
7. Assists in proofreading typewritten and printed material;
8. Answers telephone, provides routine information to the public, and makes appointments for superior;
9. Operates adding machine, calculator, computer and other office machines;
10. Performs a wide variety of related clerical and typing tasks;
11. Is assigned administrative duties of a high degree when employed in a small department such as preparing department budget, establishing department procedures and routines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out complete oral and written directions; ability to type from clear copy or rough draft at the rate of 35 words per minute; ability to get along with others, ability to meet and deal with the public; clerical aptitude; good judgment; neatness of appearance; tact and courtesy; physical condition to commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: One (1) year permanent competitive experience as a typist.

OPEN-COMPETITIVE: Graduation from high school or possession of a New York State equivalency diploma;

AND: 1. One (1) year of office clerical* experience.

NOTE: Candidates must be able to type at the rate of 35 words per minute.

*Store clerk or cashier experience is not qualifying experience.