

DEPARTMENT: ALL
CLASSIFICATION: COMPETITIVE
APPROVED: 2/24/86

TYPIST

DISTINGUISHING FEATURES OF THE CLASS: Work is primarily of routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and practices are rather definitely fixed, employees must occasionally exercise independent judgment in applying them to specific cases. Work is reviewed by immediate observation, by checking completed work, or by periodic or spot checks. Excepting the ability to type, this class is equivalent to that of clerk. Performs routine typing and clerical work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Types forms, form letters, payrolls, bills, vouchers, records, catalog cards, reports, index cards and similar materials;
2. Transcribes dictaphone cylinders and longhand copy;
3. Relieves telephone operator;
4. Collects money and accounts for monies received;
5. Addresses envelopes on a typewriter;
6. Opens and collects library material;
7. Cuts and proofreads stencils;
8. Pastes book plates, pockets and data slips in books;
9. Answers telephone, takes messages, and makes appointments;
10. Issues, renews and receives library material;
11. Sorts correspondence, vouchers, and similar materials;
12. Files correspondence, memoranda, reports, and other material;
13. Makes and checks routine arithmetical computations;
14. Acts as receptionist, directing callers to the proper person or office, and gives information of a routine nature;
15. Operates a mimeograph, adding, or other office machines including but not limited to word processing and desk data input terminals;
16. Indexes material;
17. Assists in taking inventories;
18. Maintains records and prepares simple reports;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of office terminology, procedures, and equipment; knowledge of business arithmetic and English; *ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow oral and written directions; ability to write legibly; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; good physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma.

*Must have the ability to type 35 words per minute.