

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the accurate performance of a wide variety of typing and clerical duties which require specialized knowledge of office policies and procedures and/or the supervision of a number of clerical subordinates. The work is performed under general supervision in accordance with established routines. The position differs from that of typist because the duties are more complex and/or include the supervision of others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Types from clear copy or rough draft a variety of correspondence forms, reports and records;
Independently composes and answers mail according to prescribed procedures;
Classifies files by subject with cross-referencing;
Maintains personnel records and prepares payroll adjustments;
Trains new employees by informing of department procedures and policies that relates to their work;
Operates office machines such as word processors, adding machines and copiers;
May serve as departmental contact to public and other agencies in matters where policy and procedures are defined;
May prepare simple reports and summaries;
May assign and review work of subordinates.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Working knowledge of the principles and practices of supervision;
Ability to type accurately at the rate of 35 words per minute;
Ability to remember and interpret numerous laws, rules and regulations pertinent to the activities of the department;
Ability to understand and follow oral and written instructions;
Ability to maintain satisfactory working relationships with others;
Ability to communicate effectively both orally and in writing;
Ability to prepare simple reports;
Accuracy;
Courtesy;
Tact.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's degree in secretarial science or closely related field, or

- B) Graduation from high school or possession of a general equivalency diploma and one (1) year of general office/clerical experience which must have included typing* as a primary function of the job; OR
- C) Two (2) years of general office/clerical experience which must have included typing* as a primary function of the job; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

NOTE: Post-secondary education in a regionally accredited or New York State registered educational institution with a concentration in secretarial science may be substituted for the above described experience on a year for year basis.

***NOTE:** Data input, i.e. inputting lists of items, numbers, or other data into computers or completing forms that appear on a computer screen is NOT acceptable experience.

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COMPETITIVE