

SENIOR TYPIST

GENERAL STATEMENT OF DUTIES: Performs a full range of difficult typing and clerical work of a varied nature; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position performs a variety of difficult clerical assignments which involve typing on a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard to produce correspondence, records, reports, tables and/or other documents. This level differs from the entry level typist position in that the tasks performed are of a more difficult nature, incumbents exercise a higher degree of independent judgment and work with fewer guidelines and less detailed instructions from superiors. Contact with the public may be required as part of job responsibilities. This position differs from the Senior Clerk in that the typing skill is required. Supervision may be exercised over lower level clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

Types material using a variety of machines with a standard alphanumeric keyboard to produce correspondence, documents, records, reports, financial statements, vouchers, contracts, purchase orders, bills and other such material of a complex nature;

Proofreads typewritten material to identify grammatical, spelling or typing errors and makes necessary corrections;

Performs responsible clerical work in the maintenance of complex and confidential records and files;

Operates a variety of office machines, such as photocopy machine, adding machine, fax machine, etc.;

Assists in the compilation of files and/or other materials for preparation of periodic or special reports and to facilitate replies to inquiries by superiors;

Receives callers, ascertains their business and directs them to appropriate staff members;

Receives incoming mail, opens, dates and distributes to appropriate staff; handles routine correspondence independently;

Screens telephone calls and either responds to the inquiries or refers to appropriate staff member;

May requisition or maintain office supplies in accordance with established procedures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practice, including filing systems, office machines and other labor saving devices; good knowledge of proper grammatical usage, punctuation and spelling; skill in performing clerical work; ability to manipulate a standard alphanumeric keyboard at a rate of 35 words per minutes; ability to understand and carry out complex oral and written directions; ability to get along well with others; accuracy; initiative; resourcefulness; neat personal appearance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) 2 years of office experience, 1 of which involved typing and clerical work; or (b) completion of a 1 year secretarial course at an approved business or secretarial school and 1 year of office experience involving typing and clerical work; or (c) completion of 1 year of college and 1 year of typing and clerical experience; or (d) graduation from a recognized college with an Associate's degree in Business or English which included coursework in typing and/or word processing; or (e) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Special Districts &
Cities of Rye & Peekskill
School Districts
J.C.: Competitive

Job Class Code: 0179 (Municipalities)
S179 (School Districts)