

JUNIOR TYPIST

GENERAL STATEMENT OF DUTIES: Performs simple typing and assists in routine clerical work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, is responsible for simple typing and clerical work involving accuracy in detail, but not involving independent judgment. This position is for seasonal use only.

EXAMPLES OF WORK: (Illustrative Only)

Copies correspondence, bills, vouchers, reports, and other documents on the typewriter;

Fills in forms and makes entries on cards copying names, dates, and other information on folders and cover sheets;

Types forms, letters, bills, reports, announcements, and correspondence from manuscript or other copy;

Addresses envelopes;

Pulls and files cards;

Files correspondence and other documents;

Makes simple indices and abstracts;

Types material from Dictaphone machine;

Operates simple office machines, such as adding machines, duplicating machines;

Relieves at telephone switchboard on occasion.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with office terminology and procedure; good knowledge of business arithmetic and English; ability to type from clear copy or rough draft at a speed of not less than 35 words per minute; ability to write legibly; accuracy; mental alertness; neat appearance; cooperativeness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None.

Towns, Villages

City of Rye

J. C.: Non-Competitive (for Seasonal Use Only)

Job Class Code: 0181