

GENESEE COUNTY

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work requiring a general understanding of specific law, office rules, procedures, and policies. Positions in this class differ from those of Senior Clerk in that the ability to type accurately at an acceptable rate of speed is required. The position calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Employees in this class may be assigned to work on word processing equipment to produce acceptable copy by manipulating an alphanumeric keyboard and reviewing information on a display screen. The amount of time spent on this type of equipment depends upon the operator's capability and the job requirements for its efficient operation. An employee in this class may be required to undergo training to develop and/or increase skills in the operation of word processing equipment. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Acts as secretary to an official in cases where assignments call for the use of judgment and experience in making decisions in accordance with established policies and procedures;

Assigns work, reviews and records work done, and instructs new employees in specialized clerical and typing work of a unit;

Working from rough draft or from data personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other materials;

Reviews accounts, reports, and other documents for completeness, accuracy and conformity with established procedure;

Conducts routine correspondence on matters where policies and procedures are well defined;

Supervises and participates in the typing, issuing and recording of applications, licenses and permits;

Has charge of the typing of records and reports and reviews for clerical accuracy and completeness;

Oversees and participates in the typing, processing, indexing, sorting, recording and filing a variety of control records and reports;

Is responsible for the maintenance of personnel records and preparation and typing of payrolls;

Answers telephone and gives out routine information or relieves at switchboard;

Occasionally operates computing, calculating and other office machines.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to type accurately at a satisfactory rate of speed; ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legible; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; integrity; good judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's degree in Secretarial Science, Office Technology-Secretarial, or related field, AND one (1) year of full-time, paid clerical experience which shall have included typing;

OR:

- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and Completion of a minimum of 65 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 24 semester credit hours in Office Technology AND one (1) year of full-time, paid clerical experience which shall have included typing;

OR:

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and Three (3) years of full-time, paid clerical experience which shall have involved typing;

NOTE: Your degree must have been awarded by a college or university accredited by

a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Non-Competitive (PT)

Revised 9/16/75, 6/17/96, 6/14/85, 10/23/86, 1/3/92, 8/23/93, 8/18/94, 6/9/97, 9/28/98, 3/7/24