

DEPARTMENT: MUNICIPALITIES
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 9, 2020

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: Performs moderately difficult and varied typing and clerical tasks in accordance with standard procedures and policies. Although most of this work follows an established routine, its efficient completion requires the application of independent judgment in the application of prescribed procedures and methods to routine cases and a general understanding of specific law, office rules, procedures, terminology and policies. Unusual problems or situations not previously encountered are referred to supervisor before action is taken. Depending upon the nature of the assignment, work may be completed under direct or general supervision. Supervision may be exercised over the work of a small number of subordinate clerical workers by assigning and assisting them in the less complex work of the department or section. This position is distinguished from Typist in the greater difficulty of tasks and a higher level of responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Types financial reports, statistical data, invoices, vouchers, purchase requisitions, correspondence, meeting minutes, reports and other documents as assigned using a computer keyboard and/or typewriter when necessary;
2. Prepares various reports, computer spreadsheets and/or completes forms requiring the collection of information/data;
3. Sorts, indexes and files correspondence, invoices, requisitions, charts, reports and other office records;
4. Reviews reports and other documents for completeness, accuracy and conformity with established procedures;
5. May assign work, reviews completed work, maintains a record of completed work and instruct new employees in the specialized clerical work of the office;
6. Composes and types routine correspondence;
7. Collects funds and accounts for monies received;
8. Assists in proofreading typewritten and printed material;
9. Answers telephone, re-directs phone calls, provides routine information and acts as a receptionist when necessary;
10. Maintains and prepares routine office records including employee time and attendance records;
11. Operates standard office equipment including copier, adding machine, calculator and personal computer;
12. May be assigned more responsible administrative duties when employed in a small department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English; good knowledge of office terminology, procedures, and equipment; ability to have good clerical computer skills; ability to operate an alpha-numeric keyboard at an acceptable rate of speed and accuracy; ability to understand and follow verbal and written directions; ability to maintain accurate records; ability to write legibly; ability to get along well with others and interact effectively with the public; ability to maintain confidentiality; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: One (1) year permanent competitive experience as a Typist.

OPEN COMPETITIVE:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a business-related field; **OR**
2. Graduation from high school or possession of a high school equivalency diploma and one (1) year of paid office clerical experience.

NOTE: Part-time experience will be pro-rated. Store clerk or cashier experience is not qualifying experience.