

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is varied and difficult secretarial and/or office clerical work requiring a good general understanding of office procedures and policies. Ability to type, and familiarity with computer applications for word-processing and data organization is essential. The work calls for the exercise of independent judgment in the application of prescribed procedures and methods. Depending upon the nature of the assignment, the work may be done under immediate or general supervision. Supervision may be exercised over the work of one or more clerical assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a personal computer, network computer or typewriter and/or other word processing related equipment to produce from copy, rough draft or dictating machine, correspondence, reports, spreadsheets, databases, charts and other work documents;

Receives telephone calls and visitors, answers moderately difficult questions, makes appointments and schedules, and establishes priorities for submission to administrator(s);

Provides information about department or program activities and established practices and processes;

Collects, compiles, records and files a variety of records, reports, statistics and other related information;

Checks records, reports etc. for clerical accuracy, completeness, and appropriate format;

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

Operates a variety of office machines such as calculators, scanners, printers, facsimile machines, copying machines and other office equipment;

May instruct new employees in the routine and specialized work of the department;

May assign, review and record work done by new or subordinate employees;

May operate telephone systems or relieve at telephone switchboard or central telephone answering point;

May collect fees and accounts for monies received;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

SENIOR TYPIST (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office practices, procedures, terminology and equipment; good knowledge of business arithmetic and English; good knowledge of the policies and regulations relating to the assigned agency; ability to operate an alphanumeric keyboard at an acceptable rate of speed; ability to use computer applications such as word processing, e-mail, spreadsheets and database software; ability to set up appropriate forms, charts and other tabular listings; ability to prepare correspondence, reports and other materials from general instructions; ability to understand and carry out moderately complex oral and written directions; ability to function independently in relatively unstructured situations; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; accuracy; resourcefulness; initiative; good judgment; tact; courtesy; neat appearance.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and two (2) years of clerical experience which must have involved the use of computer applications to enter data, maintain records or prepare reports and documents; or
- b) Four (4) years of clerical experience which must have involved the use of computer applications to enter data, maintain records or prepare reports and documents; or
- c) An equivalent combination of training and experience as described above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT: Depending on assignment, an incumbent of this class may be required to obtain and maintain appointment as a New York State Notary Public.