

INTERMEDIATE TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is difficult clerical and typing work which, on occasion, may involve secretarial responsibilities. Intermediate Typist is distinguished from Senior Typist by use of a higher level of independent judgment in handling of non-routine situations and information. Depending upon the nature of the assignment, work may be done under immediate or general supervision. Supervision may be exercised over subordinate clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides support to administrator(s) by receiving telephone calls and visitors, answering questions and referring calls and visitors to the proper persons, answering requests for administrative information, making appointments and preparing office reports;

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, letters, memoranda, reports, spreadsheets, databases, charts, evaluations, and other work documents;

Conducts correspondence independently unless it involves administrative judgment in which case it is composed for official signature;

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;

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;

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

May collect fees and account 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of alphabetic or numeric layout for typewritten reports and summaries; good knowledge of business arithmetic and English; good knowledge of the policies and regulations relating to the assigned agency; ability to type

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at an acceptable rate of speed; ability to understand and carry out moderately difficult oral and written instructions; ability to compose correspondence and reports; good judgment; neat appearance; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a comparable diploma and three (3) 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) Five (5) 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 indicated in a) and b) above.

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.