

PRINCIPAL TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is varied and difficult office clerical work of a high order, involving exercise of higher level independent judgment in the handling of non-routine situations and information. Some incidental secretarial duties may also be involved. The work of the Principal Typist is distinguished from that of lower level Typist positions by the greater complexity of duties and a higher degree of responsibility. Supervision is exercised over the work of one or more subordinate office 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 making referrals according to office policies and procedures, and regulations and policies relating to program or department, keeps administrator(s) informed and up-to-date on any changes in regulations and policies relating to the program or department;

Coordinates clerical processing functions involving considerable internal and external communication by letter, telephone;

Operates a personal computer, typewriter and/or other word processing related equipment to produce correspondence, reports, spreadsheets, databases, charts and other work documents;

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

Makes appointments, schedules, and establishes priorities for submission to administrator(s);

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

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

Reviews data for completeness, accuracy and conformity with established procedure and answers difficult questions related thereto;

Maintains and/or coordinates the maintenance of related office files and records;

Instructs new employees in the routine and specialized work of the department, and assigns and reviews work;

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.

PRINCIPAL TYPIST (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of the policies, laws and regulations relating to the program of the agency in which the business is located insofar as it is necessary for the proper acknowledgment of the duties; thorough knowledge of business arithmetic and English; ability to plan, lay out and supervise the work of others; ability to type at an acceptable rate of speed; ability to follow complex oral and written instructions; ability to prepare correspondence, reports and other materials; good judgment; initiative; integrity; neat appearance.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a comparable diploma and five (5) years of progressively responsible clerical experience which included use of computer word processing software, one (1) year of which shall have been in a supervisory or responsible capacity; or
- b) Seven (7) years of progressively responsible clerical experience which included use of computer word processing software, one (1) year of which shall have been in a supervisory or responsible capacity; or
- c) An equivalent combination of training and experience as indicated in a) and b) 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.