

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for independently performing complex clerical operations and administrative support tasks. Incumbents spend a substantial amount of time operating a personal computer and the rest of the time on routine administrative tasks to ensure the efficient workflow of the office. The work also involves responsibility for the entry and retrieval of information using software on a computer and using a computer to produce printed material such as letters, memoranda and forms. Incumbents work under general supervision receiving detailed instructions only where policies have not been determined. This class differs from that of Typist by the increased time spent on operating software and the more limited scope of duties and decision-making responsibilities. In the county service, this employee is primarily involved in overseeing a complex clerical procedure, which may involve steady or recurring supervisory responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

Establishes and implements office procedures and maintains efficient work flow;
 Prepares correspondence, documents, records and other written material in final or draft form using computer software from handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;
 Composes and prepares correspondence on matters where policies and procedures are well defined;
 Maintains and updates database/spreadsheet records on a personal computer;
 Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;
 Screens callers or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate;
 Schedules conferences, meetings and makes travel arrangements;
 Prepares and maintains agency payroll, personnel, attendance or other related records;
 Transmits instructions from supervisor to appropriate staff and follows up to see that instructions are followed and deadlines are met;
 Monitors and tracks status of various program activities;
 Establishes and maintains confidential and general office files;
 Explains established program policies and procedures to the general public/clients and obtains routine information for program purposes;
 Collects and gathers information to be used as a basis for reports and memoranda and prepares summaries;
 May supervise and participate in the typing, issuing and recording of applications, licenses and permits;
 May monitor expenditures to maintain budgetary controls;
 May order supplies and materials;
 May act as Secretary to a public official.

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.

Senior Typist Contd.**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern office terminology, procedures, equipment and business English;
 Working knowledge of the organization, functions, laws, policies and regulations, and terminology of the agency to which assigned;
 Ability to handle routine administrative details independently;
 Ability to operate a personal computer and utilize common office software programs including work processing, spreadsheet and databases at an acceptable rate of accuracy and speed;
 Ability to prepare and maintain program records and routine reports;
 Ability to communicate effectively both orally and in writing;
 Ability to establish and maintain effective working relationships with others;
 Ability to organize and maintain office files;
 Ability to collect information from various sources for program operations;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

Graduation from high school, high school equivalency diploma or a high school Individual Education Plan Diploma and either:

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Secretarial Science or a closely related degree which shall have included or been supplemented by a course in typing or keyboarding; or
- (B) Two years of experience in a clerical position involving the operation of an alphanumeric keyboard; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: Study in a New York State registered or regionally accredited college or university or a business school registered by New York State which shall have included or been supplemented by a course in typing or keyboarding, may be substituted for the work experience on a year-for-year basis

SPECIAL REQUIREMENT: None.

REVISED: 04/18/2008