

## **TYPIST**

**JOB CODE:** 6915  
**LOCATION:** Tioga County Departments, School Districts, Municipalities  
**CLASSIFICATION:** Competitive (F/T); Non-Competitive (P/T & Seasonal)  
**SALARY:** CSEA - Grade III (County); Varies by location (Schools and Municipalities)  
**ADOPTED:** 7/13/90; Revised 01/20; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing clerical duties and standardized clerical tasks involving the full-time or substantial part-time operation of a typewriter and/or personal computer. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking clerical or administrative employee. Except the ability to operate a typewriter and/or personal computer, this class is equivalent to that of Clerk. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, reports, index cards, time cards and similar documents;
- Transcribes Dictaphone tapes and/or longhand copy;
- Relieves telephone switchboard operator and employees waiting on the public;
- Types and maintains various types of records;
- Files correspondence, memoranda, reports and other materials;
- Operates a photocopy machine and other simple office machines;
- Indexes materials and performs simple record keeping tasks;
- Makes entries on cards or bills, or in ledger from original sources;
- May operate other forms of keyboard equipment.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS (Either):**

- a. Graduation from high school or possession of a high school equivalency diploma including, or supplemented by, the successful completion of a typing course; **OR**
- b. Two (2) years of full-time clerical experience or its part-time equivalent which shall have involved typing; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

**Qualification Note:** Typing experience shall be defined as work that involves typing in paragraph form; examples include preparing correspondence, memos, letters, or written reports. Key punch or data entry will not be considered as qualifying experience.