

## **SENIOR TYPIST**

**LOCATION:** Tioga County Departments, School Districts, Municipalities  
**CLASSIFICATION:** Competitive  
**SALARY:** CSEA - Grade IV (County)  
**ADOPTED:** Revised 1/30/02; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing moderately difficult clerical and typing duties requiring a general understanding of specific law, office rules, procedure, and policies. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine cases. General supervision is received from a higher-ranking clerical or administrative employee. Supervision **MAY** be exercised over the work of one or more lower ranking clerical employees. Excepting the ability to type, this class is equivalent to that of Senior Clerk. Does related work as required.

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

- Acts as secretary to an official in cases where assignments call for the use of judgement and experiences in making decisions in accordance with established policies and procedures;
- Assigns work, reviews and records work done, and instructs new employees in specialized clerical and typing work of a unit;
- Working from rough draft OR from data personally developed, types accounting and financial statements, payrolls, statistical tabulations, and data, form letters, memorandums, vouchers, reports, requisitions, and other materials;
- Reviews accounts, reports, and other documents for completeness, accuracy and conformity with established procedures;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Has charge of the typing or records and reports and reviews for clerical accuracy and completeness;
- Oversees and participates in the typing, processing, indexing, sorting, recording and filing a variety of control records and reports;
- Answers telephone and gives out routine information or relieves at switchboard;
- May operate a variety of office equipment with keyboards;
- May be responsible for the maintenance of personnel records and preparation and typing of payrolls;
- May supervise and participate in the typing, issuing and recording of applications, licenses and permits;
- Occasionally operates computing, photocopy, calculating and other office machines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of office terminology, procedures and equipment, business arithmetic and English; Ability to type accurately at a satisfactory rate of speed; Ability to understand and carry out oral and written directions; Ability to get along well with others; Ability to write legibly; Clerical aptitude; Mental alertness; Neatness; Accuracy; Tact and courtesy; Good judgement; 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 and one year of full-time paid clerical experience or its part-time equivalent which shall have involved typing; **OR**
- b) Three years of full-time paid clerical experience or its part-time equivalent which shall have involved typing; **OR**
- c) Any 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.