

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the accurate performance of a wide variety of increasingly difficult keyboarding and clerical duties. Specific duties vary with the needs of the department or agency. The work differs from Typist in that the clerical support services it provides tend to be broader and more complex. Work is generally performed under direct supervision when incumbents are new to the position, with supervision decreasing as job familiarity increases. Supervision may be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Performs clerical support functions, including skilled keyboarding, reception, record maintenance and database management;
2. Prepares reports or summations concerning unit or agency's activities;
3. Takes inventory counts of records, books, and office supplies; may order supplies for unit or agency;
4. Obtains information and data, collects and summarizes, furnishes and transmits same to other units, departments, agencies, vendors, and the general public as necessary;
5. Processes records for unit or agency, including such activities as checking for compliance with accepted procedures, transposing or disseminating information, logging records or coordinating the scheduling of appointments;
6. Assists in posting mathematical, fiscal and other data;
7. Directs telephone and in-person callers and provides routine information and assistance;
8. Recaps ledgers and card records;
9. May supervise subordinate employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office practices necessary for interacting with staff and the public, expediting unit work, filing and retrieving information;

Knowledge of software packages for word processing to produce a variety of information and for database management, spreadsheets and to track information;

Knowledge of grammar, spelling, punctuation and required formats necessary to recognize and correct such errors in correspondence, reports and records;

Knowledge of arithmetic to verify calculations and report on work activities;

Skill in operating office automation equipment to produce work accurately and efficiently;

Ability to operate a keyboard at not less than 35 words per minute;

Ability to organize, maintain, and extrapolate information from records;

Ability to maintain satisfactory working relationships with others, including the public;

Ability to understand and follow oral and written directions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

SENIOR TYPIST (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of thirty (30) college credits;
- OR: (B) Possession of a certificate from a business/secretarial school;
- OR: (C) One (1) year of full-time clerical experience, that included the performance of skilled keyboarding duties;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.

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