

CLERK-TYPIST (FRENCH/CREOLE SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is primary level general clerical work which involves the ordering, recording, tabulating or otherwise processing of materials which is either repetitive, routine or requires a number of relatively short sequential operations. Typing must consume a minimum of 10% of total work time and may be done independent of or as an integral part of the clerical processing. The work is distinguished from that of a Clerk-Typist in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in French/Creole at the fluency level indicated below in the Notes. The work is performed under general supervision in accordance with prescribed procedure. Does related work as required.

TYPICAL WORK ACTIVITIES:

Types from copy, rough notes, etc.;

Opens, sorts and distributes mail;

Sorts, indexes and files correspondence and other materials alphabetically and numerically;

Fills requests for applications, forms, cards, etc., and answers routine questions for completing them;

Issues form letters and notices;

Checks, matches and assembles forms, documents and related data for further processing;

Maintains and balances simple account or record keeping entries;

Posts data to control records;

Makes basic arithmetical computations;

Prepares basic reports from assembled data;

Maintains and distributes office supplies;

Places telephone calls to request and give routine information;

Answers telephone and personal inquiries and directs callers in English and/or French/Creole;

May, in a school setting, perform Teacher's Aide and/or Monitor duties;

May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, data entry, word processor, microcomputer, etc.;

May prepare and maintain library materials, labels, letters, reinforces covers, shellacs, pastes, etc.;

May issue, receive and renew library materials;

May issue permits and licenses and collect money.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of business arithmetic and English; ability to accurately type at a rate of thirty-five (35) words per minute*; ability to read, speak and understand colloquial French/Creole; ability to understand and carry out basic oral and written directions; ability to process documents; ability to communicate; ability to maintain basic records; ability to file alphabetically and numerically.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

(over)

NOTES:

1. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. Incumbents are expected to possess a Level I - Limited Working Proficiency in French/Creole (as defined by the Local Examinations Division of the State of New York Department of Civil Service). Positions identified at this level require the following French/Creole language characteristics; able to satisfy routine social demands and limited work requirements. Can handle most social situations, including introductions and casual conversations about current events, as well as work, family and autobiographical information. Can provide instructions on routine, concrete matters. Can translate routine correspondence and documents with the aid of a dictionary and/or grammar book. Can get gist of most conversations on non-technical subjects, and has a speaking vocabulary sufficient to respond simply with some circumlocutions. Accent, though faulty, is intelligible. Can read with general accuracy news items on non-technical topics and general correspondence.

*To be demonstrated during the probationary period.