

CLERK-TYPIST (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is primarily 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 be an essential 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 Spanish at the fluency level indicated below in the Notes. The work is performed under general supervision in accordance with the prescribed procedures. 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 permits and licenses and collects money;

Issues, receives and renews library materials;

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 simple arithmetical computations;

Prepares simple statistical reports from assembled data;

Maintains and distributes office supplies;

Prepares and maintains library materials, labels, letters, reinforces covers, shellacs, pastes, etc.;

Places telephone calls to request and give routine information;

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

Operates duplicating, adding or other office machines;

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, data entry, word processing, micro computer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.

(over)

NOTES:

1. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. Secretarial or business school training may be substituted for high school on a one-for-one basis.
3. Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Local Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interest and special fields of competence in general terms with reasonable ease; possess adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

*To be demonstrated during the probationary period.