

## **CLERK-TYPIST**

**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 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 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 basic arithmetical computations;

Prepares basic 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;

Operates a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, data entry, word processing, micro-computer, etc.;

May in a school setting, perform Teachers' Aide and/or Monitor duties.

### **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 understand and carry out basic oral and written directions; ability to process documents; ability to maintain basic records; ability to file alphabetically and numerically.

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

**For positions within the Child Support Enforcement Unit at the Rockland County Department of Social Services:**

**SPECIAL REQUIREMENT:** Per Internal Revenue Service (IRS) Security Guidelines for Federal, State and Local Agencies (IRS Publication 1075, Section 5.1.1), employees with access to Federal Tax Information (FTI) must complete a background check which is favorably adjudicated. The background check will include FBI fingerprinting; a check of local law enforcement agencies where the employee has lived, worked and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified results and verification of citizenship/residency. You will be required to pay for a processing fee for the fingerprinting. NOTES: (1) A criminal record does not necessarily disqualify you from employment or access to FTI. An individualized determination will be made as to how any conviction would impact suitability to handle FTI. (2) Federal guidelines require that a reinvestigation will be conducted within ten years of the date of the previous background investigation for each employee requiring access to FTI. NY law does not currently permit reinvestigation but may be changed at any time to permit reinvestigation pursuant to the federal guidelines.

(over)

Please refer to the FTI policy posted on the Rockland County Department of Social Services website for further information.

**NOTE:** Academic, technical, or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.

\*To be demonstrated during the probationary period.