

## **SENIOR TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical processing work which consists of ordering, recording and processing all or part of the paperwork flow of an office. The work of this second level title in the clerical line involves judgment in work scheduling as well as the evaluation of submitted data for compliance with established criteria and attendant appropriate action. Typing may be incidental or a major portion of the work. Incumbents may be expected to use keyboards, and other office machines as a function of their work. The work is performed in accordance with prescribed procedure under the general supervision of an administrator or a higher level clerical employee. Work guidance (e.g. lead work) may be given to first-level clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Types from copy, rough drafts, records, etc.;

Types replies to letters requesting routine information;

Orders, records, integrates and processes reported data requiring knowledge of moderately difficult procedures;

Answers moderately difficult questions related to the clerical processing responsibility of the office;

Initiates telephone contacts for potentially complex information with outside offices and individuals;

Operates a variety of office machines in the performance of clerical work such as photocopier, calculator, computer, etc.;

Files materials related to clerical processing;

May post accounts, do summaries and prepare for and make bank deposits;

May act as receptionist, operate telephone systems to receive and transfer calls, etc.;

May compose routine letters.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of business arithmetic and English; good knowledge of office terminology and procedures; ability to understand and carry out moderately difficult oral and written instructions; ability to extract information from standard form documents and establish and maintain records according to procedures; ability to type at a rate of forty (40) words per minute\*.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

### **NOTES:**

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.

2. An Associate's degree or higher may be deemed fully qualifying.

**PROMOTION:** One (1) year of permanent status as a Transcriber or Typist.

\*To be demonstrated during the probationary period.

R.C.D.P. (03.17.2015) 03.17.2017

Competitive