SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of moderately difficult clerical work involving the full-time or substantial part-time operation of a typewriter or an automated computer system. This is moderately difficult clerical and typing work requiring a general understanding of specific law, office rules, procedures and policies. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part, work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Except for the ability to type, this class is equivalent to that of Senior Clerk.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as secretary to an official in cases where assignments call for the use of judgment and experience in making decisions in accordance with established policies and procedures;
- Assigns work, reviews and records work done, and instructs new employees in specialized clerical and typing work of a unit;
- Working from rough draft or from data personally developed, types accounting and financial statements, payrolls, statistical tabulations and data form letters, memoranda, vouchers, reports, requisitions and other materials;
- Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedure;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Supervises and participates in the typing, issuing and recording of applications, licenses and permits;
- Has charge of the typing of records and reports, and reviews for clerical accuracy and completeness;
- Oversees and participates in the typing, processing, indexing, sorting, recording and filing of a variety of control records and reports;
- Responsible for the maintenance of personnel records and preparation and typing of payrolls;
- Operates routine office equipment;
- Answers telephone and gives out routine information or relieves at switchboard;
- Enters and retrieves information in an automated information system;
- Does related work as required.

SEE REVERSE SIDE
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of computer software programs;
- Good knowledge of business arithmetic and English;
- Ability to type accurately at a satisfactory rate of speed;
- Ability to understand and carry out oral and written directions;
- Ability to get along well with others;
- Ability to write legibly;
- Ability to maintain clerical records and prepare report forms;
- Ability to make routine decisions in accordance with rules and regulations and apply them to work problems;
- Clerical aptitude;
- Mental alertness;
- Neatness;
- Accuracy;
- Tact and courtesy;
- Integrity;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of satisfactory, full time, paid clerical experience which shall have involved typing; OR

(B) Three (3) years of satisfactory, full time, paid clerical experience which shall have involved typing; OR

(C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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