

Jurisdictional Class: Competitive; Non-Competitive when Part Time
Adopted: September 9, 2008
Revised: January 26, 2015

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult and varied clerical and typing work requiring full-time or substantial part-time use of a typewriter or computer. The incumbent exercises independent judgment in completing work assignments. Work is completed within the limits of prescribed or established procedures. Positions in this class are identified by the extent of assigned responsibility, scope of freedom of action allowed in completing assigned duties, the independence with which the work is performed, and the ability to type. The work is performed under general supervision. Supervision may be exercised over subordinate clerical employees. Excepting the ability to type, this class is equivalent to the class of Senior Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as secretary to an official in cases where assignments call for judgment and experience in making decisions in accordance with established policies and procedures;

Assigns work, reviews and records work done, instructs new employees in specialized clerical and typing work of a unit, and sets up new employees with computers, phones, etc;

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 procedures;

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;

May be required to attend meetings and type minutes, agendas, backup, resolutions, etc;

Maintains, records, organizes, and updates database records and generates, formats, and compiles accurate reports;

Inputs new information into computer/database systems and updates;

Prepares contracts, flyers, brochures, and other required documents;

Oversees and participates in the typing, processing, indexing, sorting, recording, tracking, and filing of a variety of control records and reports;

Is responsible for the maintenance of personnel records and preparation and input of payrolls;

May be responsible for the tracking and ordering of office supplies or the oversight of such;

Answers telephone and gives out routine information or relieves at switchboard;

Operates typewriter, computers, copying machines, fax machines, scanners, laminators, calculators, and other office equipment and may arrange for maintenance of such machines;

May serve as liaison with other agencies/business offices;

May be responsible for overseeing or maintaining checkbook and petty cash funds.

Senior Typist

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, and equipment;

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;

Clerical aptitude;

Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a school equivalency diploma, two (2) years of clerical experience, and proof of typing ability*.

*Proof of typing ability: Experience or a course in typing, computer, or data entry within the last five (5) years, or an acceptable typing waiver held within the last five (5) years showing ability to type at 35 wpm.

NOTE: Secretarial training beyond high school may be credited for the above required experience on a year-for-year basis but you must still possess proof of typing ability as indicated above.