

ALLEGANY COUNTY DEPARTMENT OF
HUMAN RESOURCES/CIVIL SERVICE

7 Court Street, Room 216
Belmont, New York 14813
Telephone: 585-268-9212 Fax: 585-268-9742

PART TIME TYPIST

There is a part time opening in the Allegany County Office for the Aging for the position of Typist.

Salary Range: \$14.9188 to \$17.1311/hour (AFSCME Grade 4 rates)

Work is primarily of routine nature and involves the performance of standardized clerical tasks to include typing. Although detailed instructions are given for new or difficult assignments and practices are rather definitely fixed, employees must occasionally exercise independent judgment in applying them to specific cases. Work is reviewed by immediate observation, by checking completed work or by periodic or spot checks. Employees in this class may be assigned to work on word processing equipment to produce acceptable copy. Does related work as required.

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow oral and written directions; ability to write legibly; clerical aptitude; mental alertness; neat appearance; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either:

- (a) Graduation from a high school or possession of a high school equivalency diploma; or,
- (b) One year of satisfactory clerical experience which shall have included typing; or
- (c) An equivalent combination of training and experience at outlined in (a) and (b) above.

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department by **April 17, 2016**.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT