



PROVISIONAL OPENING FOR SENIOR TYPIST

There is a provisional opening in the Allegany County Department of Social Services for the position of Senior Typist.

Salary Range: \$18.37 - \$21.51/hour

This is varied clerical work requiring ability to type. Work requires the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Depending upon the nature of the assignment, work may be done under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Employees in this class may be assigned to work on word processing equipment to produce acceptable copy and/or operate a computer terminal to enter data for record keeping purposes. Does related work as required.

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out complex oral and written directions; ability to type from clear copy or rough draft at an average rate of speed; ability to get along with others; ability to meet and deal with the public; clerical aptitude; good judgment; neat appearance; tact and courtesy; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS:

Open Competitive:

Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of experience in clerical work which shall have involved typing; or
- (b) Two years of satisfactory full-time paid clerical experience which shall have included typing.

Promotional:

One year of permanent competitive class status as a Typist.

****Provisional candidate must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.**

**** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.**

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department. There is no fee at this time.