

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES:

Working from rough draft or from data personally developed in accordance with established routine, types financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other materials;
Reviews reports and other documents for completeness, accuracy, and conformity with established procedure;
Indexes and files documents and correspondence;
Assigns work, reviews and records work done and instructs new employees in the specialized clerical work of the office;
Assembles a variety of data from office records for incorporation into various reports;
Composes and types routine correspondence;
Assists in proofreading typewritten and printed material;
Answers telephone, gives routine information to the public, and makes appointments for superior;
Operates an adding machine, calculator, word processing equipment or other office machines;
Performs a wide variety of related clerical and typing tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: 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.

Revised: 10/01/2001
07/14/2014
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