

TYPIST

STANDARD NO(S):

NYSLEAP: 2.2

DATE:

July 28, 2009

REFER TO:

Gary S. Sullivan

I. OBJECTIVE: In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY: To establish a job description for Typist in the Seneca County Sheriff's Office.

III. DETAILS:

A. Employment Criteria – The work is primarily of a routine nature and involves the performance of standardized clerical tasks involving the full-time or substantial part-time operation of a typewriter. Detailed instructions are given for new or difficult assignments. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for employees in this title. Excepting the ability to typewrite, this class is equivalent to the class of clerk. Typical work assignments vary and are outlined below as illustrative only:

1. Operates a typewriter and/or electronic work station (personal computer, word processor, or any other electronic micro-processor/device) and/or a computer terminal in performing duties described below:
 - a. Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgements, lis pendens, reports, index cards, time cards and similar materials;
 - b. Transcribes dictaphone cylinders and/or longhand copy (which includes the typewriters used in relation to word processing);
 - c. Relieves telephone switchboard operator and employees waiting on the public;
 - d. Addresses envelopes on a typewriter;
 - e. Types and maintains various types or records;
 - f. Files correspondence, memoranda, reports and other materials;
 - g. Operates a mimeograph, adding machine, word processing machine (typewriters) or other simple office machines;

- h. Operate word processing, data entry or related business equipment;
- i. Indexes materials and performs simple record keeping tasks;
- j. Makes entries on cards, or bills or in ledger from original sources

B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:

- 1. Working knowledge of office terminology, procedures and equipment;
- 2. Working knowledge of business arithmetic and English;
- 3. Ability to type accurately at an acceptable rate of speed;
- 4. Ability to understand and follow oral and written instructions;
- 5. Ability to get along well with others;
- 6. Ability to write legibly;
- 7. Clerical aptitude;
- 8. Mental alertness;
- 9. Neatness;
- 10. Accuracy;
- 11. Tact and courtesy;
- 12. Good physical condition.

C. The position of Typist must meet all civil service requirements.

D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.

MINIMUM QUALIFICATIONS: Either:

Graduation from High School or possession of a High School Equivalency diploma; including or supplemented by a course in typing; or two (2) years of clerical experience involving typing; or an equivalent combination of training and experience.

F. Seneca County is an Equal Opportunity Employer