

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical and typing/keyboarding work requiring a general understanding of specific law, office rules, procedures, and policies. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Excepting the ability to type, this class is equivalent to that of Senior Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as secretary to an official in cases where assignments call for the use of judgement and experience in making decisions in accordance with established policies and procedures;
Assigns work, reviews and records work done, and instructs new employees in specialized clerical and typing work of a unit;
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 and established procedure;
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;
Oversees and participates in the typing, processing, indexing, sorting, recording and filing a variety of control records and reports;
Is responsible for the maintenance of departmental records and documents;
Answers telephone and gives out routine information;
Operates computer, calculator & other office machines as may be required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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; thorough knowledge of PC based computer programs including, but not limited to Word, Excel and Access; ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; integrity; good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school and two (2) years of clerical experience which shall have involved typing; PLUS demonstrated typing/keyboarding skills at an acceptable level.

Amended 8/8/12
Town of Colonie
Personnel Officer
Reviewed 6/15/00