

TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the performance of standardized clerical tasks including the application of typing/keyboarding skills. 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 type, this class is equivalent to the class of clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Types/keyboards forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgements, reports, index cards, time cards and similar materials;
Answers phones and responds to citizen's questions;
Addresses envelopes on a typewriter;
Types/keyboards and maintains various types of records;
Files correspondence, memoranda, reports and other materials;
Operates a computer or other simple office machines;
Indexes materials and performs simple record keeping tasks;
Makes entries on cards, or bills, or in ledger from original sources.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to get along with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS:

A) Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing; demonstrating typing/keyboarding skills at an acceptable level.
OR B) Graduation from high school or possession of a high school equivalency diploma with (1) one year of clerical experience that demonstrates typing/ keyboarding skills

Amended 1/7/11
Town of Colonie
Personnel Officer
Reviewed 6/15/00