

SENIOR TYPIST

GENERAL STATEMENT OF DUTIES: Performs moderately difficult clerical work involving the full-time or substantial part-time operation of a typewriter; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical and typing 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.

EXAMPLES OF WORK: (Illustrative only)

- Acts as secretary to an official in cases where assignments call for the use of judgment 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 with 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 personnel records and preparation and typing of payrolls;
- Answers telephone and gives out routine information or relieves at switchboard;
- Occasionally operates addressograph, mimeograph, computing, calculating and other office machines;
- Cuts and proofreads stencils.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: 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; 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; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and two years of clerical experience, which shall have involved typing; or, any equivalent combination of training and experience.