

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing moderately difficult clerical and typing duties requiring a general understanding of specific law, office rules, procedures and policies. Employees in this class may be assigned to work on word processing equipment, and personal computer to produce acceptable copy by manipulating an alphanumeric keyboard and reviewing information. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (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 procedures; Conducts routine correspondence on matters where policies and procedures are well defined; Supervises and participates in the typing, issuing and recording of applications, licenses permits; Has charge of the typing of records and reports and reviews for clerical accuracy and completeness; May be responsible for the maintenance of personnel records and preparation and typing of payrolls; Answers telephone and gives out routine information or relieves at switchboard; Operates various office equipment including a personal computer.

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; 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, Sound judgment; Physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATION: Either:

- A. (1) Graduation from high school or possession of a high school equivalency diploma and (2) one year of clerical experience which shall have involved typing; Or
- B. Three years of clerical experience which shall have involved typing; Or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT: Must pass a qualifying keyboarding test at the rate of 35 wpm.

Revised 7/6/87; 11/16/98; 12/28/17; 1/19/18
Reviewed 12/17/18; 2/8/19