



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **PRINCIPAL TYPIST**
Jurisdictional Class: Competitive
Civil Division: County Departments
Adoption: CSM
Revised: CSM **8/08/01, 7/8/09, 10/14/09, 3/8/17**

DISTINGUISHING FEATURES OF THE CLASS:

Performs highly difficult, complex, and responsible office work either as the secretary for an administrative official or as the supervisor of an office unit; does related work as required. This class is characterized by a high degree of secretarial or supervisory responsibility calling for mature office judgment and for knowledge of the policies, laws, and regulations relating to the program of the agency in which the position is located. Principal Typist is distinguished from Senior Typist by relatively increased secretarial responsibilities resulting from the scope and importance of the program which the superior administers, by the greater complexity of related clerical duties, by performing independent project assignments with some delegation and supervision associated with these tasks, or by any combination of these factors. This position may include the ability to set up and type complex statistical reports, extensive work on office software, office email, and website accounts.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as secretary to an administrative official by assisting in maintaining contacts under his or her supervision, screening material for compliance with procedures and policies before forwarding it to superior for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence;

Collects information to be used as a basis for reports and memoranda and prepares summaries and reports of various phases of the agency's program;

May maintain office webpage to a current status;

Maintains personal files for superior and supervises a file system for the agency;

May receive and read mail or email addressed to superior, personally answering routine letters, and attaching background material to those referred to superior;

Personally handles the more complex clerical operations of the office to which assigned;

Under general direction from an administrative official, may supervise the work of clerical staff associated with a specific project;

May assign work, furnish guidance while work is in process, and review finished work on completion;

Helps to maintain office discipline, train new employees, and instruct employees on individual problems;

Does related tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Extensive knowledge of modern office practices, procedures, and equipment;
Thorough knowledge of the policies, laws, and regulations relating to the program of the agency in which the position is located insofar as they are necessary for the proper accomplishment of the duties;
Ability to proceed independently in solving difficult clerical problems;
Ability to handle routine administrative details independently, including the composition of letters and memoranda without dictation;
High degree of skill in carrying on public relation activities with operating officials and the general public;
Ability to type at a satisfactory rate of speed;
Ability to supervise and instruct the work of others;
Initiative, tact and courtesy;
Resourcefulness;
Confidentiality and honesty;
Knowledge and ability to utilize current office software;
Ability to maintain files to a high standard;
Basic knowledge of contractual language.

MINIMUM QUALIFICATIONS:

Graduation from high school (or college) or possession of a high school equivalency diploma **AND**:

- (A) Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Business Management, Secretarial Science, Business Administration or related field **AND** three (3) years of secretarial experience that involved typing of which 2 years must have involved responsibility for independent work performed in an office setting; **OR**
- (B) Five (5) years of secretarial experience that involved typing of which 2 years must have involved responsibility for independent work performed in an office setting; **OR**
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.

