



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

JOB SPECIFICATION

Civil Service Title: **Typist**
Jurisdictional Class: Competitive
Civil Division: County Departments, Cayuga Community College, BOCES,
County Schools, Towns
Adoption: CSM
Revised: CSM 11/9/88, 2/11/98, 12/13/00, 10/10/01; 04/13/05; 08/13/08, 07/10/13

DISTINGUISHING FEATURES OF THE CLASS:

Incumbent independently performs routine clerical duties and/or assists in performing more difficult and responsible clerical work involving full-time or substantial part-time operation of a typewriter or data entry keyboard. 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 have the skill of typing or operating a keyboard, this class is equivalent to the class of Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a typewriter, data entry keyboard or microcomputer in performing duties described below:
Enters and retrieves data from computer files;
Codes various transactions for computer input from source documents per established coding system;
Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lis pendens, reports, index cards, time cards, and similar materials;
Types and maintains various types of records;
Addresses envelopes on a typewriter, data-entry keyboard or micro-computer;
Transcribes from dictaphone machines and/or longhand copy;
Files correspondence, memoranda, reports and other materials;
Operates copier, computing, and other office machines;
Makes arithmetical computations and compiles simple statistical reports;
Indexes materials and performs simple record keeping tasks;
Makes entries on cards, or bills, or in ledger from original sources;
Compares computer printouts with other records for discrepancies;
Distributes files, correspondence and mail;
Verifies retrieved data with provided list or card information based on standard set of criteria;
Consults with supervisor, as needed, to verify information if match is in question;
With experience may resolve data input problems through matching and capturing of data from various on-line sources;
With experience may resolve data input problems by creating database record from detailed source material provided;
Answers questions from the public while performing work at a counter or information station;
Greets and receives visitors, directs them to desired office or location, provides requested information or makes appropriate referrals to staff members;
Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages;
Performs related duties as assigned by supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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 well with others;
Ability to write legibly;
Clerical aptitude;
Neatness;
Accuracy;
Tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.