



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

JOB SPECIFICATION

Civil Service Title: **Senior Typist**
Jurisdictional Class: Competitive
Civil Division: All Civil Divisions
Adoption: CSM
Revised: CSM 2/11/98, 1/13/99, 9/12/01, 4/13/05, 7/8/09, 7/10/13, 6/12/19

DISTINGUISHING FEATURES OF THE CLASS:

Incumbent performs moderately difficult clerical work involving the full-time or substantial part-time operation of a computer and/or other office machines, and does related work as required. 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. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates computer and other office machines;
Uses computer software to enter and retrieve data;
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;
May assign work, review and record work done, and instruct new employees in specialized clerical and typing work of a unit;
Working from rough draft or from data personally developed, types documents such as spreadsheets, 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, permits, or other materials and reports;
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;
May be responsible for the maintenance of personnel records and preparation and typing payrolls;
Answers telephone and provides information orally or in writing in response to inquiries;
Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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;
Neatness;
Accuracy;
Tact and courtesy;
Integrity;
Good judgment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, **AND:**

EITHER

(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;

OR

(B) Two years of clerical experience which must have included keyboarding (typing).