



## 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 11/09/88, 02/11/98, 12/13/00, 10/10/01; 04/13/05; 08/13/08,  
07/10/13; 07/12/22

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#### **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, lists, 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;  
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.