

KEYBOARD SPECIALIST Tompkins County

Classification: Competitive

Labor Grade: 5

Approved: 0

NOTE: Though there are individuals in this title, this title is no longer active. Please refer to the Administrative Assistant series for a current and more broadly classified job description. As vacancies occur, departments and appointing authorities should shift to an appropriate Administrative title.

MINIMUM QUALIFICATIONS: There are no minimum qualifications for this position.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the performance of standardized clerical tasks and the full-time or substantial part-time operation of equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by immediate observation, checking completed work, periodic or spot checks, cross checking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Receives and organizes work to be typed determining document format; Types correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked-copy, oral recording or data from various equipment as the source material; Proofreads and corrects work producing accurate, clean and complete typed copy; Prepares, stores and retrieves lists and documents; Answers telephones and gives out routine information or relieves at switchboard; Updates and stores department forms on word processor; Orders office supplies and maintains inventory of supplies and equipment; Performs routine equipment maintenance tasks; Serves as receptionist and greets clients and/or visitors; Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material; Schedules meetings and appointments; May collect fees and account for monies received; May prepare and maintain time records and payroll data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; Working knowledge of business arithmetic and English; Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; Ability to perform close, detailed work involving considerable visual effort and strain; Ability to understand and follow oral and written instructions; Ability to maintain neat and legible records; Ability to communicate effectively, both orally and in writing; Accuracy, tact and courtesy; Physical condition commensurate with the demands of the position.