

## **Typist Part-time Tompkins County**

**Department:** Various locations throughout Tompkins County

**Classification:** Non-competitive in all Towns, Villages and School Districts. Competitive elsewhere.

**Approved:** 01/01/1969

**Revised:** 8/86; 4/19; 8/20; 9/88; 5/91; 3/06; 3/10; 3/15

**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

There are no minimum qualifications for part-time non-competitive class typist.

**SPECIAL NOTE:** The title of Typist exists in various towns, villages, school districts, and at B.O.C.E.S. The equivalent title in County Departments and TC3 is Administrative Assistant – Level 1.

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

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work is primarily of routine nature and involves the performance of standardized clerical tasks and the full-time or substantial part-time operation of a standard typewriter and/or word-processor. Procedures are usually definitely fixed, but detailed instructions are given for new or difficult assignments. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking or by another step in the clerical process. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Types, sorts, indexes and files mail, requisitions, and other material;  
Pulls materials from files, makes simple file searches and maintains charge-out records;  
Types, issues, and records applications, licenses and permits;  
Prepares and performs mass mailings;  
Prepares routine bills;  
Collects fees and accounts for monies received;  
Types records and reports and checks for clerical accuracy, completeness, and proper extension;  
Performs data input;  
May be required to do basic and routine updating of web pages;  
Answers telephone, gives out routine information, may greet the public, relieves at switchboard;  
Types and maintains time records and payroll data;  
Occasionally operates a photocopy machine, computer, and other office machines;  
Makes entries on control cards or in ledger from original sources;  
Makes arithmetical computations, compiles and types simple statistical reports;  
Types materials from copy, rough draft, dictating machine, and other detailed instructions.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures, and equipment;  
Working knowledge of business arithmetic and English;  
Ability to type accurately using a typewriter and/or a word-processor at an acceptable rate of speed;  
Ability to get along well with others;  
Ability to write legibly;  
Clerical aptitude;  
Mental alertness;  
Neatness;  
Accuracy;  
Tact and courtesy;  
Physical condition commensurate with the demands of the position.

