

Typist Tompkins County

Department: Various Agencies Throughout Tompkins County

Classification: Competitive if greater than 50% Time. Non-competitive for part-time (50% or less) positions ONLY in certain locations per civil service rules. Competitive for full-time and elsewhere. Use Administrative Assistant - Level 1 list.

Approved: 01/01/1969

Revised: 8/86; 4/88; 8/88; 9/88; 5/91; 12/15; 1/18

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from high school or possession of a high school equivalency diploma; **OR**

(b) Two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience, one year of which must have involved typing; **OR**

(c) Any equivalent combination of training and experience as described in (a) and (b) above.

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

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.

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;
- Collects fees and accounts for monies received;
- Types records and reports and checks for clerical accuracy, completeness, and proper extension;
- 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.

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