

Department: In all Civil Divisions
Classification: Competitive
Grade: 6

SPEC DISK F1
DOCUMENT 25

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing moderately difficult clerical and typing duties requiring a general understanding of specific law, office rules, procedures, and policies. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine cases. General supervision is received from a higher ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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;
Assigns work, reviews and records work done, and instructs new employees in specialized clerical and typing work of a unit;
Working from rough draft or from data personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, from letters, memoranda, vouchers, reports, requisitions, and other materials;
Reviews accounts, reports, and other documents for completeness, accuracy and conformity with established procedures;
Conducts routine correspondence on matters where policies and procedures are well defined;
Supervises and participates in the typing, issuing and recording of applications, licenses and permits;
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;
Is responsible for the maintenance of personnel records and preparation and typing of payrolls;
Answers telephone and gives out routine information or relieves at switchboard;
Occasionally operates addressograph, mimeograph, computing, photocopy, calculating and other office machines;
Cuts and proofreads stencils.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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; mental alertness; neatness; accuracy; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which shall have involved typing; or

- (b) Four years of clerical experience which shall have involved typing; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

REVISED 04/23/87