

TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for the accurate performance of a wide variety of routine typing and clerical duties. Specific duties vary with the needs of the department. This position differs from Senior Typist because the duties performed are less complex and/or exclude supervisory responsibilities. The work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a typewriter from clear copy or longhand copy;
Types reports involving tabular material or columns of figures;
Answers routine mail using form letters;
Answers telephone, takes messages and refers telephone calls to other departments or agencies when necessary;
Greets callers and/or visitors;
Performs simple office duties such as setting up meetings, scheduling appointments and taking messages;
Performs routine clerical duties such as filing, opening and distributing mail and ordering office supplies
Operates office machinery such as calculators, copy machines and personal computers;
May type minutes of meetings.

FULL PERFORMANCES KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment;
Working knowledge of business arithmetic and English;
Ability to type accurately from clear copy or rough draft at a rate of 35 words per minute;
Ability to understand and follow oral and written instructions;
Ability to communicate effectively both orally and in writing;
Ability to maintain neat and legible records;
Ability to establish efficient working relationships;
Accuracy;
Courtesy;
Tact.

MINIMUM QUALIFICATIONS: None

MINIMUM QUALIFICATIONS FOR BROOME COUNTY DEPARTMENTS: (EXCLUDING BROOME COMMUNITY COLLEGE)

A Graduation from high school or possession of an equivalency diploma.