TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the independent performance of standardized clerical tasks involving the use of a computer or typewriter. Detailed instructions are given for new or difficult assignments. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for employees in this title. Excepting the ability to typewrite, this class is equivalent to the class of the Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Processes data to complete various records or documents;
Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lis pendens, reports, index cards, time cards and similar materials;
Acts as receptionist;
Obtains routine information from the general public/clients for program purposes and explains established program policies and procedures;
Sorts, date stamps and distributes mail;
Types and maintains various types of records;
Files correspondence, memoranda, reports and other materials;
Operates various office machines -- copiers, adding machines, etc.;
Indexes materials and performs simple record keeping tasks;
Makes entries on cards, or bills or in ledger from original sources;
Maintains a variety of filing systems based alphabetic, numeric and/or chronological methods in traditional paper-based or in modern electronic format.

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 computer, and related peripheral equipment, or typewriter at an acceptable rate of speed (35 words per minute); ability to set up appropriate forms, charts and other tabular listings; ability to perform close, detailed work; ability to obtain and relay routine information ability to understand and follow oral and written instructions; ability to get along well with others; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma; OR

2. One (1) year of full-time paid clerical experience, or its part-time equivalent.

NOTE: An advanced education degree received may be substituted for (1) or (2) above.

REVISED: 1/26/11, 2/6/19; 5/28/21
CIVIL SERVICE CLASSIFICATION: FULL-TIME – COMPETITIVE
PART-TIME – NON-COMPETITIVE
SEASONAL – NON-COMPETITIVE
(Ontario County job specification for Typist adopted by Housing Authority and Geneva City School District on 2/10/00)