



Ontario County Department of Human Resources  
3019 County Complex Drive  
Canandaigua, NY 14424  
[www.co.ontario.ny.us](http://www.co.ontario.ny.us) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** \_\_\_\_\_ **POSTING DATE\*:** FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**RATE OF PAY:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

**APPLICATION DEADLINE / LAST FILING DATE\*:** \_\_\_\_\_

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

Rev. 7/22/2020

## Typist – Part Time

### Distinguishing Feature 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. Detailed instructions are given for new or difficult assignments. Alertness and 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 Clerk. Does related work as required.

### Typical Work Activities

Types forms, form letters, transcripts, invoices, vouchers records, payrolls, timecards and similar materials;

Acts a receptionist;

Intake of family court eligibility forms, collects information, enters information into PDCMS program;

Send vouchers to assigned attorneys

Open new family court cases into PDCMS program;

Assist family court attorney in data collection/reporting requirements;

Operate various office machines – copiers, adding machines, etc.;

Files correspondence, memorandum, reports and other materials

### Knowledge, Skills and Abilities

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 at an acceptable rate of speed (35 words per minute); ability to set up appropriate forms, charges and other tabular listings; ability to perform close, detailed work; ability to obtain and relay 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.