

## **CLERK-TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This work is primarily routine in nature and involves the performance of standardized typing and clerical tasks. Although detailed instructions are given for new or difficult assignments, and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. 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. Employees in this class may be assigned to work on a computer system using MS Office or other software applications to produce acceptable entries or information by manipulating a keyboard and reviewing information on a display screen. The amount of time spent on this type of equipment depends upon the operator's capability and the job requirements for its efficient operation. An employee in this class may be required to undergo training to develop and/or increase skills in the operation of computer equipment. Does related work, as required.

### **TYPICAL WORK ACTIVITIES:**

Sorts, indexes and files mail, bills, requisitions, ledger cards and other material;  
Pulls material from files, makes simple file searches and maintains charge-out records;  
Maintains various records and disburses petty cash;  
Collects fees and accounts for monies received;  
Types, checks, reviews records and reports for clerical accuracy, completeness and proper extension;  
Answers telephone and gives out routine information, and may act as a receptionist;  
May operate a public address system or relieve at switchboard;  
Maintain time records and payroll data;  
Operates a computer system, multifunction copier machine and other office equipment;  
Makes arithmetical computations, compiles simple statistical reports;  
Types materials from copy, correspondence, payrolls, form letters, requisitions, examinations, reports, rosters and other material;  
Maintains and makes entries on a variety of control and record cards and/or in ledger from original sources;  
Opens and sorts mail;  
Types, issues and records applications, licenses and permits.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **MINIMUM QUALIFICATIONS:**

A. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, including or supplemented by a course in typing;

**OR:**

B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, AND six (6) months of full-time, paid clerical experience in which typing was required.

**NOTE:** Part-time or volunteer experience will be considered on a prorated basis.

Competitive Class

Non-Competitive (PT)

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