

TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This class includes a wide group of positions involved primarily with typing, clerical and related tasks of a standardized nature. Supervisors are available for consultation concerning new or difficult assignments. Work is reviewed by immediate observation, cross checking, periodic or spot-checking or another step in the clerical process. A Typist does related work as required.

TYPICAL WORK ACTIVITIES:

- Types, sorts, indexes and files mail, requisitions, ledger cards and other materials;
- Pulls materials from files, makes simple file searches and maintains charge-out records;
- Types, issues and records applications, licenses, permits and certificates;
- Collects fees and accounts for monies received;
- Types records and reports and checks for clerical accuracy, completeness and proper extension;
- Answers telephone and gives out routine information or relieves at switchboards;
- Types and maintains time records and payroll data;
- Makes out working papers and attendance sheets;
- Acts as receptionist
- Schedules appointments;
- Prepares a variety of records and reports;
- Types care histories and medical reports;
- Operates mimeograph, copy machines, computing, data entry, and other office machines;
- Makes entries on control cards or in ledger from original sources;
- Makes arithmetical computations, compiles and types simple statistical reports;
- Cuts and proofreads stencils;
- Types materials from copy, rough draft, dictating machine cylinders and other detailed instructions;
- May scan source documents and transcribe data by manipulating the alphanumeric key portion of a data entry machine;
- May locate proper source data files and makes changes, additions or corrects errors;
- May manipulate keys and switches to program the machine to a special format;
- May compare data transcribed with the source document and correct any errors;
- May search and extract data from computerized records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type and operate data entry machines 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma and either:

OR

B. One (1) year of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/24/83