

The following position is vacant in the Department of Public Health:

## **SENIOR TYPIST**

This is important clerical work involving responsibility for the performance of a number of varied or unrelated clerical tasks which require the exercise of independent judgment and a general understanding of specific law, office rules, procedures and policies and the full-time or substantial part-time operation of a typewriter or similar standard typing keyboard. Depending upon the nature of the assignment, work may be done under close or general supervision. Supervision may be exercised over one or more clerical employees. Incumbents in position in the class may use information-processing equipment as a major part of their regular job duties. (Information-processing equipment is characterized by any or all of the following features: an internal magnetic storage medium capable of retaining hundreds of pages of typed information; a removable storage medium which holds typed information; an electronic viewing screen which displays characters as they are typed; an internal processing unit which allows the operator to perform basic text-editing operations such as the merging of variable information into prerecorded documents, rearrangement of paragraphs on the screen and/or the magnetic medium and an automatic printing of documents).

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of an equivalency diploma and one year of clerical experience, which shall have involved typing; or
- (B) Three years of clerical experience which shall have involved typing.

**NOTE:** Completion of post high school education in the area of secretarial sciences or a related field can be substituted for experience on a year-for-year basis, if the coursework included classes in typing.

Salary: New Hire Entry: \$32,177.00; Full \$33,871.00

County Employee after 2 years: Entry \$35,752.00; Full \$37,634.00

To apply for this position, send your \$10.00 Exam Fee, application and resume to: Sullivan County Personnel Dept., 100 North Street, PO Box 5012, Monticello, NY 12701; **or**

Apply online: [www.sullivanny.us](http://www.sullivanny.us) (from the Find Jobs Tab, select Continuous Recruitment, then select Apply for the 26000 Senior Typist exam).

EEO/AA Employer

M/F/D/V