

SENIOR CLERK - TYPIST

DISTINGUISHING FEATURES OF THE CLASS: 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. Clerks doing rather varied work may receive detailed instructions at the beginning of each new assignment while clerks responsible for carrying out steps in a prescribed routine may receive only infrequent general instruction. In either case unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. Typing will also be a significant responsibility in this position. Work of employees is checked by immediate supervisors and by other steps in the clerical process. This position differs from that of Clerk by virtue of the duties being more complex. Supervision may be exercised over the work of one or more lower level clerical personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Collects and compiles statistics and other related information;

Types, processes, checks, codes, and files requisitions, claims, voucher, bills and receipts;

Collects fees and accounts for monies received;

May make up, foots, extends and recapitulates tax rolls;

May maintain continuing property records;

Conducts routine correspondence on matters where policies and procedures are well defined;

May issue and record applications for benefits, licenses or permits, which pertains to assigned department;

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Prepares routine reports from information taken from various documents, including formatting

graphic presentation of data, validating information and writing narratives;

Checks reports, vouchers and records for clerical accuracy, completeness and proper extension;

May assign and review work of subordinate employees and instruct new employees in the specialized

work of a unit;

May act as a receptionist, directing callers and scheduling appointments;

Operates various office machines, including personal computers, copy machines, printers, shredders

and specialized equipment specific to department;

Prepares and maintains a variety of files, records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of office terminology, procedures, and equipment; good

knowledge of business arithmetic and English; ability to understand and carry out oral and written

instructions; ability to operate computer/word-processing equipment with accuracy; ability to work

effectively with others; ability to plan and supervise the work of clerical staff; initiative and

resourcefulness; ability to write legibly; clerical aptitude; mental alertness; accuracy; good judgment,

tact; and courtesy.

MINIMUM QUALIFICATIONS: Either

(A) Graduation from high school and two (2) years of experiences in the performance of clerical duties which shall have involved typing; or

(B) Three years of experience as described in (A) above; or

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(C) An equivalent combination of training and experience as described in (A) and (B) above.

Note: Completion of undergraduate college course work in business administration or a related field can be substituted for the above experience on a year for year basis.

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NYS Civil Service Commission Approval: N/A

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