

GENESEE COUNTY

PRINCIPAL TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work which involves responsibility for independently performing varied and complex clerical and typing tasks requiring a thorough understanding of specific laws, rules, regulations and procedures. An Employee in this class has wide leeway for the exercise of independent judgment in carrying out tasks. The employee may act as the secretary to an administrator. Work is performed in accordance with general instructions received from a superior with considerable leeway for independent decisions in carrying out assignments. Supervision may be exercised over a large number of clerical assistants. Does related work, as required.

TYPICAL WORK ACTIVITIES:

May act as secretary to an Administrator;
Maintains complex indexing, coding and filing systems, which may involve the use of computerized files and information processing systems;
Maintains complex payroll and time records for large numbers of employees;
Composes and types a variety of complex reports within established guidelines on an independent basis;
Compiles and types a variety of statistics and other data in a usable format for the agency and administrator's use;
Composes and types a variety of correspondence, press releases, etc. not involving policy decisions;
Installs standard office procedures and methods and instructs staff in the application;
May act as liaison between other agencies and the department;
Operates a variety of office equipment.

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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of the policies, laws and regulations relating to the program of the particular agency and ability to apply it to recurring work problems; good knowledge of the applications of various office machines; ability to plan, assign and supervise the work of clerical assistants; ability to understand and carry out complex oral and written directions; ability to type within acceptable speed, neatness, and accuracy parameters, ability to prepare correspondence and reports; ability to deal effectively with the public; good judgment; initiative and resourcefulness; tact and courtesy; integrity.

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Page 2

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: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

A. Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in Secretarial Science, Office Technology-Secretarial or Business Administration, AND two (2) years of full-time, paid clerical experience which included typing;

OR:

B. Satisfactory completion of a minimum of 62 semester credit hours at a regionally accredited or NYS registered college or university with at least 18 credits in the area of business, or secretarial science, AND two (2) years of full-time, paid clerical experience which included typing.

OR:

C. Four (4) years of full-time, paid clerical experience which included typing;

OR:

D. Any equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 12/2/85

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