

## SENIOR CLERK TYPIST

Rev. 04/19  
Erie County  
Comp.; Seas.  
JG: VI\*; IV; Hourly  
NF/ceb  
(JG: \*VI only at Correctional Facility/Holding Center)

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of typing and varied duties of a moderately difficult nature. This class differs from that of Clerk Typist by virtue of the more difficult and varied nature of the work performed and by the independent judgment in the application of established procedures and methods that is exercised by the incumbent. Work is performed under the general or direct supervision of a higher ranking employee, depending on the nature of the assignment. Supervision may be exercised over one or more clerical assistants. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Types accounting and financial statements, payrolls, statistical tabulations and data, for letters, memoranda, vouchers, reports, requisitions and other material;

Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;

Indexes and files documents and correspondence;

Searches, locates, and records papers and documents;

Assembles a variety of data from office records for incorporation into various reports;

Prepares payrolls and maintains time cards;

Composes and types routine correspondence;

Assists in proofreading prepared documents;

Answers telephone, email or written correspondences, gives routine information to the public and makes appointments for superior;

Operates an adding machine, calculator or other office machines;

Ability to prepare and revise excel spreadsheets;

General database processing and data entry;

Prepare mail merges, coordinate e-mail blasts and e-newsletters to send out;

Transcribes material from Dictaphone cylinders and belts;

Collects and maintains records of fees collected by department;

Operates an alpha-numeric keyboard to transcribe data directly to a computer;

Maintains records of petty cash fund;

Utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of Microsoft Word, Excel, PowerPoint and Outlook or other necessary computer software; ability to understand and carry out complex oral and written instructions; ability to type from clear copy or rough draft at an average rate of speed; clerical aptitude; sound judgment; neatness; tact and courtesy; capable of performing the essential functions of the position with or without reasonable accommodation.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing (see Note 1) and one (1) year of office clerical experience (see Notes 2 & 3).

NOTE 1: One year of office clerical experience, which included typing, may be substituted for the required typing course.

NOTE 2: Completion of a one (1) year or longer post high school secretarial course, which included typing, may be substituted for the required experience. Additional office clerical experience which included typing, may be substituted for the required experience. Additional office clerical experience which included typing, beyond the one year requirement, may be substituted for high school on a year- for- year basis.

NOTE 3: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

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SPECIAL REQUIREMENTS:

Applicants for designated positions in the Department of Social Services that may have access to federal tax information to perform his/her job duties shall be subject to a suitability background check investigation, including FBI fingerprinting, local law enforcement check, and verification check of citizenship/residency. A criminal record does not necessarily disqualify applicants from employment, rather an individualized determination will be made. The cost of the background check will be assumed by the Department of Social Services.