



**DATE:** July 9, 2024

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position and there is currently an open competitive eligible list.)

**FROM:** Valerie Naccarato, Director of Probation  
733 Broadway, Kingston, NY 12401

**JOB VACANCY:** Transcribing Typist / Contingent Permanent/Temporary / Full-Time / Benefited

**LOCATION:** Probation Bldg

**SALARY:** \$18.92 / hour (Grade 4)

**FILL DATE:** July 30, 2024

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for transcribing varied assignments from transcribing machines. The employee operates under well defined procedures which allow few variations. The supervisor may make periodic checks. This position is distinguished from Typist in that a major portion of the work involves machine transcription. Does related work as required.

**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 at a acceptable rate of speed; ability to understand and follow oral and written directions; ability to get along well with others; clerical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Successful completion of the eighth grade in school; or its' equivalent.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.