

DATABASE CLERK/ TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of routine clerical tasks. A significant portion of the work involves the maintenance of computerized databases and typing, either on a typewriter, word processor, computer terminal or personal computer. The work is carried out in accordance with established procedures and involves entry level office duties which provide support to the function of a municipal department or agency. Depending on assignment, work is performed under the general or direct supervision of a higher level employee. Detailed instructions are given for new or difficult assignments. Supervision of others is not normally a responsibility of the class. Does related work as required.

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.

Performs various clerical tasks with a computerized data base;

Adds, deletes and updates various records in a database;

Looks up records in a database and writes down specified information from the records;

Prepares various reports from the database;

May design and create various simple databases;

Types forms, form letters, payrolls, bills, vouchers, records, catalog cards, reports, statistical reports, index cards and similar materials;

Acts as receptionist, directing callers to the proper person or office and gives information of routine nature;

Collects money and accounts for monies received;

Addresses envelopes;

Pastes book plates, pockets and date slips in books;

Answers telephones, takes messages and makes appointments;

Sorts correspondence, vouchers and similar materials;

Files correspondence, memoranda, reports and other materials;

Makes and checks routine arithmetical computations;

May utilize a variety of electronic data processing equipment in the course of carrying out various clerical duties;

Operates a photocopy machine, adding machine or other office machines;

May transcribe Dictaphone cylinders and long hand copy;

Indexes materials;

Assists in taking inventories;

Maintains records and prepares simple reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of data entry and the use of computerized databases; working knowledge of business arithmetic and English; ability to type from clear copy or rough draft at an acceptable rate of speed; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; physical condition commensurate with the demands of the position.

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

ULSTER COUNTY

2076 DB CLK/TYP

Classification: Competitive

2081 DBCT HLP

Classification: Non-Competitive

Grade: 3

Union: CSEA

Adopted: January 25, 1994