

PRINCIPLE TRANSCRIBING TYPIST (HEALTH DEPARTMENT)

DISTINGUISHING FEATURES OF THE CLASS: The position involves performing complex and responsible clerical functions, requiring attention to detail in carrying out administrative operations of a department or a sizable unit within a department. The ability to transcribe assignments from a transcribing unit is required. Work is performed under the general supervision of a higher level employee with considerable independence allowed within the rules, regulations and procedures of the department. Supervision is generally exercised over the work of subordinate personnel. 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.

Supervises and/ or prepares, disseminates and transcribes correspondence, reports, memoranda, and records from a transcribing machine;

May supervise, assign and review work of subordinate clerical employees;

Assists department/ division head in the compilation of budget information, collection of data, compiling of statistics, and preparation of annual reports;

Maintains personnel records and ensures that all ongoing personnel criteria is maintained;

Prepares requisitions for office supplies and equipment;

Furnishes information to the general public regarding departmental functions and activities;

May prepare and maintain contracts with licensed professionals as well as vendors;

May act as Records Management Coordinator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; working knowledge of the principles and techniques of supervision; ability to plan and supervise the work of others; ability to transcribe material from a transcribing unit at an acceptable rate of speed; ability to understand and carry out complex oral and written instructions; ability to gain the cooperation of others; ability to meet and deal with the public; good judgment; clerical aptitude; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience, at least one year of which involved the use of transcribing unit; in addition, two (2) years of the above clerical experience must have been in a supervisory capacity; **OR**

- B. Six (6) years of clerical experience, at least one year of which involved the use of a transcribing unit; in addition, two (2) years of the above experience must have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY

5015 PR TR TYP

Classification: Competitive

Grade: 10

Union: CSEA

Adopted: February 11, 1994