

## SENIOR TRANSCRIBING TYPIST

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising routine clerical tasks and/or independently performing difficult clerical work requiring a general understanding of specific laws, office rules, procedures and policies. A significant portion of the work involves transcribing assignments from a transcribing machine. The work is carried out in accordance with established procedures and involves supervising entry level clerical office work and/ or independently performing more complex clerical duties which provide support to the function of a municipal department or agency. Excepting the ability to transcribe assignments from a transcribing machine, this class is equivalent to that of Senior Typist. Work is performed under the general supervision of a higher level employee with leeway allowed for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Supervision may be exercised over the work of subordinates. 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.

Participates in the transcription of correspondence, reports, memoranda and records from a transcribing machine;

Types financial statements, payrolls, statistical tabulations and data, memoranda, vouchers, reports, and other materials working from rough draft or personally developed data;

Composes and types routine correspondence;

Conducts routine correspondence on matters where policies and procedures are well defined;

Assigns work, reviews and records work done, and instructs new employees in specialized clerical work of a unit;

Sets up time schedules and is responsible for discipline in a unit;

Checks reports and records for clerical accuracy, completeness and proper extension;

Collects and compiles statistics and other related information;

Answers telephone and gives out general information or relieves at switchboard;

Prepares and maintains a variety of records and reports;

Collects fees and accounts for monies received;

Performs a wide variety of related clerical, typing, and transcribing tasks;

May act as secretary to agency or department head;

May interview agency clients and explain service available;

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

May process checks, codes and files requisitions, claims, vouchers, bills and receipts;

May process, sort, index, record and file a variety of control records and reports;

May operate addressograph, mimeograph, computing, calculating or other office machines;

May issue and record applications, licenses and permits;

May perform all duties of a Transcribing Typist;

**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 agency policy, rules and regulations; ability to understand and carry out oral and written directions; ability to transcribe material from a transcribing machine at a reasonable rate of speed; ability to plan and supervise the work of others; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Successful completion of the eighth grade in school, or its equivalent; and, one year of full-time paid clerical experience, or its' part-time equivalent; **OR**
- B. Two (2) years of full-time paid clerical experience, or its' part-time equivalent.

Notes:

1. Successful completion of college coursework at a regionally accredited or New York State registered college or university may be substituted for up to one year of the work experience required above as follows: One year of work experience equals thirty (30) credit hours.
2. Successful completion of a clerical training program may be substituted for up to one year of the work experience required above as follows: One year of work experience equals one year of clerical training.
3. In no case will a candidate qualify for appointment to positions in this class without having at least one year of full-time paid clerical experience, or its' part-time equivalent.

**Senior Transcribing Typist**

Classification: Competitive

Grade: 7

Union: CSEA