

TRANSCRIBING TYPIST

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.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title does 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.

Transcribes correspondence, reports, memoranda, records on a typewriter from a transcribing machine;

Proofreads typed work, checks for proper spelling, grammar, punctuation, corrects errors;

May type from written copy;

Performs related routine clerical tasks.

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.

ULSTER COUNTY
7400 TRANS TYP
Classification: Competitive
7399 TRN TYP PT
Classification: Non-Competitive
Grade: 4
Union: CSEA

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