TYPIST (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of routine clerical tasks. A significant portion of the work involves typing. 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. The class differs from that of Clerk in that Clerk does not perform significant typing duties. 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. Additionally, this position requires the ability to speak, read, write and understand Spanish. Work is checked by observation and periodic review. Supervision over the work 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.

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

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

May transcribe Dictaphone cylinders and long hand copy;

Acts as receptionist, directing callers to the proper person or office and provides information of a routine nature, communicating in Spanish when necessary;

Answers telephone, takes messages and makes appointments, communicating in Spanish when necessary;

Sorts correspondence, vouchers and similar materials;

Files correspondence, memoranda, reports and other materials;

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

Maintains records and prepares simple reports;

Collects money and accounts for monies received;

Makes and checks routine arithmetic computations;

Pastes book plates, pockets and date slips in books;

Indexes materials;

Assists in taking inventories and may maintain inventory records;

When employed by a School District:

May occasionally assist in supervising recreation, lunch periods, study halls, etc., communicating in Spanish when necessary;

May occasionally assist teaching or other professional staff by providing limited assistance to students, communicating in Spanish when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; working oral language proficiency in the Spanish language with understandable, smooth expression at a conversational level of communication; 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 exercise good judgment in communicating with 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: Successful completion of the eighth grade in school; or its' equivalent.

Special Requirement: Incumbents in this position must have a working oral language proficiency in the Spanish Language with understandable, smooth expression at a conversational level of communication by the end of their probationary period.

ULSTER COUNTY Adopted: December 11, 2015
7461 TYPIST SP
Classification: Competitive
7463 TY SP HLP
Classification: Non-Competitive
Grade: 3
Union: CSEA