



JOB ANNOUNCEMENT

TITLE:

TYPIST SUB- The list established as a result of this posting will be used to create a pool of substitute typists to be called in as needed on the AUBURN and FULTON campuses of Cayuga Community College.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma. See attached job description for details.

COMPENSATION:

\$16.29 per hour

HOW TO APPLY:

Applications will be accepted continuously and applicants will be contacted on an as needed basis.

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Typist**
Jurisdictional Class: Competitive
Civil Division: County Departments, Cayuga Community College, BOCES,
County Schools, Towns
Adoption: CSM
Revised: CSM 11/9/88, 2/11/98, 12/13/00, 10/10/01; 04/13/05; 08/13/08, 07/10/13

DISTINGUISHING FEATURES OF THE CLASS:

Incumbent independently performs routine clerical duties and/or assists in performing more difficult and responsible clerical work involving full-time or substantial part-time operation of a typewriter or data entry keyboard. Detailed instructions are given for new or difficult assignments. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for employees in this title. Excepting the ability to have the skill of typing or operating a keyboard, this class is equivalent to the class of Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a typewriter, data entry keyboard or microcomputer in performing duties described below:
Enters and retrieves data from computer files;
Codes various transactions for computer input from source documents per established coding system;
Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lis pendens, reports, index cards, time cards, and similar materials;
Types and maintains various types of records;
Addresses envelopes on a typewriter, data-entry keyboard or micro-computer;
Transcribes from dictaphone machines and/or longhand copy;
Files correspondence, memoranda, reports and other materials;
Operates copier, computing, and other office machines;
Makes arithmetical computations and compiles simple statistical reports;
Indexes materials and performs simple record keeping tasks;
Makes entries on cards, or bills, or in ledger from original sources;
Compares computer printouts with other records for discrepancies;
Distributes files, correspondence and mail;
Verifies retrieved data with provided list or card information based on standard set of criteria;
Consults with supervisor, as needed, to verify information if match is in question;
With experience may resolve data input problems through matching and capturing of data from various on-line sources;
With experience may resolve data input problems by creating database record from detailed source material provided;
Answers questions from the public while performing work at a counter or information station;
Greets and receives visitors, directs them to desired office or location, provides requested information or makes appropriate referrals to staff members;
Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages;
Performs related duties as assigned by supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment;
Working knowledge of business arithmetic and English;
Ability to type accurately at an acceptable rate of speed;
Ability to understand and follow oral and written instructions;
Ability to get along well with others;
Ability to write legibly;
Clerical aptitude;
Neatness;
Accuracy;
Tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.