

TRANSFER / REINSTATEMENT OPPORTUNITY:

PRINCIPAL TYPIST

DEADLINE TO SUBMIT REQUEST: Friday, July 26, 2019 (by 4:00 p.m.)

The Cayuga County Department of Human Resources and Civil Service is currently accepting transfer/reinstatement requests for the title of **Principal Typist**.

TRANSFER: To qualify for a transfer opportunity, you must currently hold the title of Principal Typist (or a closely related title) with another jurisdiction. Please refer to the attached pages for Cayuga County's Transfer Rule.

REINSTATEMENT: To determine if you meet the eligible criteria for reinstatement within Cayuga County, please refer to the attached pages for Cayuga County's Reinstatement Rule.

All transfer/reinstatement requests must be made in writing. Please include a Cayuga County Civil Service application, your Civil Service Roster, current job specification for your title, and a copy of the exam announcement for your current position with the request. These items can be found at the Civil Service office of your current employer.

Please submit transfer/reinstatement requests by 4:00 p.m. Friday, July 26, 2019, to:

Cayuga County Civil Service Commission
County Office Building, 2nd Floor
160 Genesee Street
Auburn, NY 13021

SEE CIVIL SERVICE JOB SPECIFICATION ATTACHED.

CAYUGA COUNTY CIVIL SERVICE
JOB SPECIFICATION
FOR
PRINCIPAL TYPIST

DISTINGUISHING FEATURES OF THE CLASS:

Performs highly difficult, complex, and responsible office work either as the secretary for an administrative official or as the supervisor of an office unit; does related work as required. This class is characterized by a high degree of secretarial or supervisory responsibility calling for mature office judgment and for knowledge of the policies, laws, and regulations relating to the program of the agency in which the position is located. Principal Typist is distinguished from Senior Typist by relatively increased secretarial responsibilities resulting from the scope and importance of the program which the superior administers, by the greater complexity of related clerical duties, by performing independent project assignments with some delegation and supervision associated with these tasks, or by any combination of these factors. This position may include the ability to set up and type complex statistical reports, extensive work on office software, office email, and website accounts.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Serves as secretary to an administrative official by assisting in maintaining contacts under his or her supervision, screening material for compliance with procedures and policies before forwarding it to superior for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence;
- Collects information to be used as a basis for reports and memoranda and prepares summaries and reports of various phases of the agency's program;
- May maintain office webpage to a current status;
- Maintains personal files for superior and supervises a file system for the agency;
- May receive and read mail or email addressed to superior, personally answering routine letters, and attaching background material to those referred to superior;
- Personally handles the more complex clerical operations of the office to which assigned;
- Under general direction from an administrative official, may supervise the work of clerical staff associated with a specific project;
- May assign work, furnish guidance while work is in process, and review finished work on completion;
- Helps to maintain office discipline, train new employees, and instruct employees on individual problems;
- Does related tasks as required.

(continued)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

- Extensive knowledge of modern office practices, procedures, and equipment;
- Thorough knowledge of the policies, laws, and regulations relating to the program of the agency in which the position is located insofar as they are necessary for the proper accomplishment of the duties;
- Ability to proceed independently in solving difficult clerical problems;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda without dictation;
- High degree of skill in carrying on public relation activities with operating officials and the general public;
- Ability to type at a satisfactory rate of speed;
- Ability to supervise and instruct the work of others;
- Initiative, tact and courtesy;
- Resourcefulness;
- Confidentiality and honesty;
- Knowledge and ability to utilize current office software;
- Ability to maintain files to a high standard;
- Basic knowledge of contractual language.

MINIMUM QUALIFICATIONS:

Graduation from high school (or college) or possession of a high school equivalency diploma **AND**:

- (A) Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Business Management, Secretarial Science, Business Administration or related field **AND** three (3) years of secretarial experience that involved typing of which 2 years must have involved responsibility for independent work performed in an office setting; **OR**
- (B) Five (5) years of secretarial experience that involved typing of which 2 years must have involved responsibility for independent work performed in an office setting; **OR**
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.

~ RULE XVII ~

Transfers

"Transfer" means the change, without further examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority.

1. Transfer of Eligibility for Permanent Appointment

Upon the written request of an individual and the prospective appointing authority, and subject to the approval of the Commission, any individual serving in a competitive class position as a permanent appointee may be permanently appointed to another competitive class position subject to these rules without further competitive examination, provided:

- (a) There is no preferred list appropriate for filling the position to which appointment is sought containing the name of an eligible willing to accept appointment; and
- (b) There is no departmental promotion list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and
- (c) (1) The Commission determines that the examinations' scopes and qualifications for the positions held and to which appointment is sought are identical; or
(2) When the examinations' scopes and qualifications are not identical, the New York State Department of Civil Service has determined that the examination for the position held involved or would involve essential tests and qualifications the same as or greater than those of the position to which appointment is sought; and
- (d) The Commission has determined that such appointment is for the good of the service.

~ RULE XVIII ~
Reinstatement

1. Reinstatements

- (a) A permanent competitive class employee who has resigned may be reinstated without further examination to the position from which he/she resigned, if then vacant, or in any vacant position to which the employee was eligible for transfer or reassignment. An employee who is laid off shall be eligible for reinstatement in the same manner as an employee who had resigned.

All reinstatements are subject to the following terms and conditions:

- (i) The prospective appointing authority must request approval from the Commission to reinstate an individual.
 - (ii) A reinstatement may not be approved to a position for which a preferred list exists containing the name of an eligible willing to accept appointment.
 - (iii) With the exception of an employee who is being reinstated to his/her former position within one year from resignation, a reinstatement may not be approved to a position for which a promotion eligible list exists containing the names of three or more eligibles willing to accept appointment.
 - (iv) The Commission shall determine if the reinstatement is for the good of the service.
- (b) Reinstatement following a break in service of more than one year must also satisfy the following additional conditions:
- (i) The appointing authority must provide documentation or explanation that demonstrates to the satisfaction of the Commission that the individual requested to be reinstated possesses current knowledge and skill in the occupational field to which reinstatement is sought.
 - (ii) If the position to which reinstatement is sought requires successful completion of medical and/or physical agility tests for original appointment, the individual being reinstated must satisfy these criteria immediately prior to reinstatement.
- (c) An employee that is laid off from the civil service of a civil division shall be eligible for reinstatement in the same manner as an employee who had resigned.