



| | | | |
|------------------------------|---|------------------------|----------------------|
| Job Title: | Senior Typist | Job Category: | Clerical |
| Location: | Petrova Elementary/High School | Schedule/Hours: | 37.5 hrs per day |
| Level/Salary Range: | Min Starting \$17.76/hr | Position Type: | Full Time |
| HR Contact: | Gina Pollock, pollockgin@slcs.org | Reports To: | Bryan Munn/Josh Dann |
| External Posting URL: | www.slcs.org , → Employment Opportunities | | |

Job Description

Distinguishing Features of the Class:

This includes moderately difficult and varied clerical and typing work requiring a general understanding of specific law, office rules, procedures, and policies. The work involves the full time or substantial part-time operation of a computer. The work is performed under general supervision with leeway allowed for independent judgment. Supervision may be exercised over subordinate clerical employees. The incumbent does related work as required.

Typical Work Activities:

- Acts as secretary to an official in cases where assignments call for the use of judgment and experience in making decisions in accordance with established policies and procedures;
- Assigns work, reviews and records work done, and instructs new employees in specialized clerical and typing work of a unit;
- Working from rough draft or from data personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other materials.
- Reviews accounts, reports, and other documents for completeness, accuracy and conformity with established procedure;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Supervises and participates in the typing, issuing and recording of applications, license and permits;
- Has charge of the typing of records and reports and reviews for clerical accuracy and completeness;
- May be required to attend meetings and type minutes, agendas, resolutions, etc.;
- Maintains, records, organizes and updates database records and generates, formats and compiles accurate reports;
- Oversees and participates in the typing, processing, indexing, sorting, recording and filing a variety of records and reports;
- Prepares contracts, flyers, brochures, and other required documents;
- May be responsible for the tracking and ordering of office supplies or the oversight of such;
- Operates typewriter, computers, copying machines, fax machines, scanners, laminators, calculators, and other office equipment and may arrange for maintenance of such machines;
- May serve as liaison with other agencies/offices;
- May be responsible for overseeing or maintaining petty cash funds and/or issuing receipts;
- Answers telephone and gives out routine information, may relieve at switchboard.

Full Performance, Knowledge, Skills, Abilities, and Personal Characteristics:

- Good knowledge of office terminology procedures and equipment;
- Good knowledge of business arithmetic and English;
- Ability to type accurately at a satisfactory rate of speed;
- Ability to understand and carry out oral and written directions;
- Ability to get along well with others;
- Ability to write legibly;
- Clerical aptitude;
- Mental alertness;

- Neatness, accuracy, tact and courtesy, integrity and good judgment.

Minimum Qualifications:

- (A) Graduation from a regionally accredited or NYS registered college or university with an Associates degree in Business Administration, or in an Administrative or Office Technology field;or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience which shall have involved typing/word processing

Notes:

- One (1) year experience may be substituted for a one (1) year Secretarial, Office Technology or Administrative Assistant Certificate from an accredited college or business school.
- The above educational training must include or be supplemented by course in typing/keyboarding, or the work experience must reflect the ability to type.

To Apply: Please fill out the Civil Service Application as well as the Non-Instructional Application available on our website www.slcs.org under employment opportunities. If you do not have availability to print, please email pollockgin@slcs.org to set up a time to pick up the applications from the district office. Thank you!