

PLEASE POST CONSPICUOUSLY

WATERTOWN CITY SCHOOL DISTRICT ANNOUNCES
APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

SENIOR TYPIST

DATE POSTED: March 13, 2023
CLOSING DATE: March 31, 2023
SALARY: \$14.20

PLEASE NOTE: This is a competitive title in the classified civil service; therefore, appointment will be on a provisional basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

Interested persons should complete an online civil service application
<https://watertown-portal.mycivilservice.com/jobopps>

A complete job description is attached.

Angela Robbins
Executive Secretary

DISTINGUISHING FEATURES OF THE CLASS: The work of this class primarily involves the performance of moderately difficult keyboarding on a microcomputer, typewriter, or mainframe terminal and clerical and related tasks requiring the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Duties in this class may involve public contact and/or work of a confidential nature. The work is performed under general supervision and is reviewed by observation, cross checks, periodic or spot checks, or by another step in the clerical process. An employee in this class may also supervise the work of others. Supervisors are available for consultation regarding new or difficult assignments. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES:

- Acts as secretary to an official in cases where assignments call for the use of judgment and experience in making decision 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;
- Keyboards various materials 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 procedures;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Supervises and participates in the typing, issuing, and recording of applications, licenses, and permits;
- Has charge of the typing of records and reports and reviews for clerical accuracy and completeness;
- Oversees and participates in the typing, processing, indexing, sorting, recording, and filing of a variety of control records and reports;
- Is responsible for the maintenance of personnel records and preparation and typing of payrolls;
- Answers telephone, takes messages, and gives out routine information;
- Occasionally operates adding machine, copier, calculator, and other office machines;
- Enters and retrieves information through a mainframe computer terminal.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to demonstrate an acceptable rate of typing accuracy and speed on or before the end of their probationary period; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly; ability to supervise the work of others; microcomputer literacy; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college, business college, or secretarial school with an Associate's degree in secretarial science, office management, office technologies, word processing, or a closely related field which shall have included or been supplemented by a course of keyboarding; OR
- (B) Graduation from high school or possession of a high school equivalency diploma **and** three (3) years of clerical experience which involved keyboarding; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.