

TYPIST II (Temporary/Substitute/Part-time)

The Chautauqua County Department of Human Resources is recruiting qualified candidates that would be willing to accept temporary work (up to 6 months at a time), substitute (work on an as-needed basis) or part-time (permanent at less than 1/2 of full-time).

The work involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of a computer or typewriter for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Specific duties vary with the needs of the department. A description of the duties and minimum qualifications is listed below.

Qualified candidates will be pooled for possible selection by County Government offices and agencies as future needs arise. This type of employment does not provide fringe benefits.

You may apply for this opportunity by completing the Chautauqua County Application for Examination or Employment (available on this Website). You should write "Typist II (Part-time)" in the job title section and send it to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757

Equal Opportunity Employer

TYPIST II

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of a computer or typewriter for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process and involves regular contacts with the general public on routine matters. This position differs from Senior Typist in that duties of a Typist II involve less complex operations than a Senior Typist and tend to be routine in nature. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and organizes work to be processed and recorded determining document format;
Prepares correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;
Proofreads and corrects work producing accurate, clean and complete prepared copy;
Contacts clients, vendors, and/or insurance carriers to obtain additional information or to update information;
Answer telephone and take messages or provides callers with general information;
Prepares, stores and retrieves lists and documents;
Updates and stores department forms on a computer using word processing software;

Orders office supplies and maintains inventory of supplies and equipment;
Sorts, date stamps and distributes mail and packages;
Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;
Schedules meetings and appointments;
Operates a variety of office machines and equipment
May serve as a receptionist and greet clients and/or visitors and provide general information;
May enter and retrieve information using computer database/spreadsheet software;
Extracts, compiles and maintains simple office and database reports;
May collect fees and account for monies received;
May prepare and maintain time records and payroll data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern office terminology, procedures, equipment and business English; Ability to operate a personal computer and typewriter and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; Ability to set up appropriate forms, charts and other tabular listings; Ability to perform close, detail work involving considerable visual effort and concentration; Ability to understand and follow oral and written instructions; Ability to maintain neat and legible records; Ability to meet and deal with the public effectively; Mental alertness; Neat appearance; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and six (6) months of clerical experience which shall have involved typing or computer data entry.

NOTE: Attendance at a recognized business or secretarial school with an emphasis on stenography, typing or computer data entry may be substituted on a month for month basis for experience.