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NASSAU COUNTY
VILLAGES
CLASS SPECIFICATION

Title : SENIOR TYPIST-CLERK
Code : 010125 AGF
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GENERAL STATEMENT OF DUTIES

Performs difficult and varied clerical and typing duties; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties involve the performance of a variety of clerical functions. The incumbent may direct the work of subordinate personnel.

TYPICAL DUTIES

1. Lays out and types from copy or rough draft a variety of accounting, financial, medical, or personnel records and other documents.
2. Maintains office records of some variety and moderate complexity.
3. Composes and types form letters and routine correspondence and prepares rough draft reports and tabulations.
4. Performs, and reviews for accuracy, various calculations and tabulations.
5. Checks accuracy and completeness of documents and application forms presented for filing, recording, or other administrative processing.
6. Operates standard office machines.
7. Posts entries to simple accounts.
8. Issues licenses and permits of various kinds, as required.
9. Supervises and assigns work to subordinate clerical personnel, as required.
10. Transcribes from recordings, as required.

***TYPICAL ADA ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of general office practices, procedures, and equipment.
2. Knowledge of grammar, spelling, and arithmetic.
3. Ability to type at a moderate rate of speed.
4. Ability to understand and carry out oral and written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school.
and

One year of satisfactory clerical experience, which included typing.

NOTE: Experience, as outlined above, in excess of the one-year requirement may be substituted for education on a year-for-year basis up to a maximum of two years.

This is a competitive title - must be on current Civil Service List.

SALARY: \$ 53048
REPLY BY: 7/31/19
SEND RESUME TO: Gwynne Feiner,
10 Sunrise Hwy, RVC
QUESTIONS?? 516-678-9307 RVC HR