

Wappingers Central School District Position Description

Position Title: Senior Typist
Department: District Office as Assigned
Reports To: Support Staff Supervisor or Building Administrator
Prepared By: Personnel Office Date: June, 2000
Approved By: Board of Education Date: June, 2000

SUMMARY: This position is responsible for the accurate performance of a wide variety of routine but increasingly difficult keyboarding and clerical duties. Specific duties vary with the needs of the department or school. Work is generally performed under direct supervision when incumbents are new to the position, with supervision decreasing as job familiarity increases. Supervision may be exercised over the work of subordinate employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

1. Operates a keyboard in the preparation of correspondence and reports from rough draft.
2. Assists in taking inventory counts of records, books, and office supplies.
3. Obtains information and data, collects and summarizes, furnishes and transmits such data to other departments.
4. Operates various office machines.
5. Operates a keyboard to prepare reports from assembled data.
6. Operates a keyboard to prepare minutes of official meetings, tabular data, accounting reports, forms, payrolls, specifications and other materials.
7. Transcribes from dictaphone, tapes, or longhand copy.
8. Directs telephone and in-person callers and provides routine information and assistance.
9. Maintains general office files and a variety of office records.
10. May enter data into terminal from forms and printed copy.
11. Maintains records of various types, such as student or personnel records.
12. May act as a receptionist, greets and assists the public.
13. May supervise subordinate employees.
14. Does related work as required.

SUPERVISORY RESPONSIBILITIES:

May supervise Typist or Stenographer.

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High School Diploma or General Equivalency Diploma (GED); AND

Completion of one (1) year (30) credits of college or business school or secretarial school; OR

One (1) year of full-time clerical experience which included the performance of skilled keyboarding duties; OR

An equivalent combination of training and experience as indicated above.

NOTE: A performance test in keyboarding will be required.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figure such as percentages and proportions.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Must have strong communication, computer and interpersonal skills; must have ability to learn and utilize new software programs as systems are upgraded; ability to apply knowledge of current research and theory in specific field; ability to establish and maintain effective working relationships with students, staff and the school community; ability to communicate clearly and concisely both in oral and written forms.

Good knowledge of office terminology, procedures and equipment; good knowledge of business English and arithmetic; ability to operate a keyboard at not less than 35 words per minute; ability to supervise the work of others; ability to maintain neat and legible records; ability to understand and follow oral and written directions; ability to perform arithmetic operations accurately and quickly; patience; tact and courtesy; ability to perform duties with awareness of all District requirements and Board of Education policies; and ability to use personal computer applications such as word processing, spread sheets, etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand and may twist at the neck more than the average person. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee continuously is interacting with the public and District staff.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.