

## **SENIOR CLERK-TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a second-level title in the clerical line involving the processing of clerical tasks in accordance with established policies and procedures. This second-level title involves the responsibility for judgment in work scheduling as well as the evaluation of submitted data for compliance with established criteria. Typing may be a major portion of the work. The work is performed under the general supervision of a higher-level clerical employee or an administrator and work guidance (e.g. lead work) may be provided to lower-level clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Composes and types, moderately difficult responses to letters or emails requesting information;  
Records, integrates and processes data requiring knowledge of moderately difficult procedures;  
Answers moderately difficult questions related to the clerical processing responsibility of the office;  
Initiates telephone contacts to obtain information via telephone, email, mail, etc.;  
Reviews documents for accuracy, completeness, and conformity with established procedures;  
Handles all types of correspondence, incoming calls, letters, emails and provides appropriate and timely responses;  
Schedules and adjusts workload to ensure timely completion of assignments;  
Completes and reviews paper or electronic vouchers;  
Prepares a variety of reports;  
Maintains a variety of files and records;  
Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments;  
May post to accounts, prepare summaries and prepare and make bank deposits.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic; ability to type accurately and at a rate of speed satisfactory to the appointing authority\*; ability to review information and process documents; ability to analyze and organize data and prepare records and reports; ability to provide work guidance to others; ability to understand and carry out moderately difficult written directions; ability to communicate effectively, both orally and in writing; ability to use computer programs and applications.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

### **NOTES:**

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. An Associate's degree or higher may be deemed fully qualifying.

**PROMOTION:** One (1) year of permanent status as a Clerk-Stenographer, Clerk-Typist, or any of these titles with a parenthetical language designation.

### **For positions within the Rockland County Sheriff's Department:**

**SPECIAL REQUIREMENT:** Prior to an offer of appointment a candidate must complete a background check which is favorably adjudicated. The background check will include DCJS, CJIS and FBI fingerprinting; a check of local law enforcement agencies where the employee has lived, worked and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified results and verification of citizenship/residency. You will be required to pay for a processing fee for the fingerprinting.

(over)

\*To be demonstrated during the probationary period.

\*\*County of Rockland title of Senior Typist has been retitled to Senior Clerk-Typist.

R.C.D.P. (04.14.2016) 03.22.2021  
Competitive