

The Village of Newark Police Department has an opening for a Sr. Clerk Typist. This is a civil service position requiring testing. Candidates must file an application for the position with Wayne County Human Resources, 26 Church Street, Lyons NY to schedule a test and in addition must fill out an application at the Village Offices, 100 East Miller Street, Newark.

### **SENIOR CLERK - TYPIST**

***DISTINGUISHING FEATURES OF THE CLASS:*** Employees in this class perform moderately difficult clerical and typing work requiring a general understanding of specific law, office rules, procedures and policies. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part, work is performed under general supervision. Employees in this class may be assigned to work on word processing or personal computer equipment to produce acceptable copy by manipulating an alphanumeric keyboard and reviewing information on a display screen. An employee in this class may be required to undergo training to develop and/or increase skills in the operation of this type of equipment. Supervision may be exercised over the work of one or more clerical assistants. Excepting the ability to type, this class is equivalent to the of Senior Clerk. Incumbents do related work as required.

#### ***TYPICAL WORK ACTIVITIES:***

- ◆ Acts as secretary to an official in cases where assignments call for the use of judgment and experience in making decisions in accordance with established policies and procedures;
- ◆ Prepares charts and information as input into computers, to update case histories, and to prepare data for various schedules and reports;
- ◆ May assign work, review and record work done, and instruct new employees in specialized clerical and typing work of a unit;
- ◆ Working 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, unit or section budgets, reports and other documents for completeness, accuracy and conformity with established procedures;
- ◆ Maintains financial records on individuals or agency programs essential to attaining program goals;
- ◆ Maintains a number of records and files pertinent to the unit's activities, setting up controls and contacting appropriate workers and/or officials to follow up on cases affecting agency programs;
- ◆ 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 a variety of control records and reports for an agencies major program;
- ◆ Attends meetings, keeps minutes of meetings;
- ◆ Is responsible for the maintenance of personnel records and preparation and typing of payrolls;
- ◆ May operate word processing or personal computer equipment to produce acceptable copy by manipulating an alphanumeric keyboard and reviewing information on a display screen;
- ◆ Answers telephone and gives out routine information or relieves at switchboard;
- ◆ Occasionally operates addressograph, mimeograph, computing, calculating and other office machines.

***FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:*** Good knowledge of the policies, laws and regulations relating to agency programs; good knowledge of office terminology, ,procedures and equipment; good knowledge of business arithmetic and English; ability to type accurately at a predetermined rate of speed; ability to operate, or learn to operate, word processing or personal computer equipment and software; ability to understand and carry out oral and written directions; ability to plan, assign and supervise the work of others providing instruction and direction; ability to write legibly; clerical

aptitude; accuracy; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: *Either:***

- A. Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which shall have involved typing; or
- B. Four years of clerical experience which shall have involved typing, or;
- C. An equivalent combination of experience and/or training as outlined in "A" and "B" above.

*NOTE:* Applicants seeking employment in this position may be required to provide verifiable training and experience in the operation of word processing equipment to receive an appointment to a position where such skills are a prerequisite to the satisfactory performance of the work.

*SPECIAL NOTE:* Two years of college, including Secretarial course or Secretarial science may be substituted for the two years of clerical experience.

Revised 5/22/90