

[Go Back](#)

**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : SENIOR TYPIST-CLERK**  
**Code: 010125 AGF**  
**Page : 1 of 2**  
**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs difficult and varied clerical duties requiring ability to type; may act as secretary to an official; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of judgment in the application of prescribed procedures and methods to routine cases. Supervision may be exercised over subordinate clerical personnel.

**TYPICAL DUTIES**

- \* 1. Types letters, financial statements, payrolls, statistical tabulations, vouchers, reports, requisitions, and other materials from rough draft or from data personally developed in accordance with established routine.
- \* 2. Maintains complex office records.
- \* 3. Plans, maintains, and supervises filing systems for correspondence and records.
- \* 4. Reviews reports and other documents for completeness, accuracy, and conformity with established procedure.
- 5. Indexes and files documents and correspondence.
- 6. Collects money and posts entries to simple accounts.
- 7. Assigns and reviews work and instructs new employees in the clerical work of the office.
- 8. Assembles a variety of data from office records for incorporation into various reports.
- 9. Acts as secretary to an official, as required; makes appointments, answers and refers telephone calls, composes and types routine correspondence.
- \* 10. Operates a variety of office machines, including a data entry terminal and word processor.
- 11. Supervises subordinate clerical personnel, as required.

\* **ESSENTIAL FUNCTIONS**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of office terminology, procedures, and equipment.
2. Knowledge of business arithmetic and English.
3. Ability to understand and carry out complex oral and written instructions.
4. Ability to type clear copy or rough draft at an average rate of speed.
5. Ability to assign and review the work of subordinates.
6. Ability to operate simple office machines, data entry terminals, and word processors.

**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 high school education on a year-for-year basis, up to a maximum of two years.

[Go Back](#)