

# PERSONNEL NEWS

Personnel Office

Jennifer Kazmark, Assistant Superintendent

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## Please Post

### VACANCIES

## Senior Typists

**SALARY:**  
**\$15.11/hr.**

Candidates must meet Civil Service qualifications for the position and may be appointed by one of the following methods:

1. Eligible for appointment from a valid Civil Service List of eligibles.
2. Someone already holding the title may request a transfer.
3. If no valid Civil Service list exists, a person not on the list, but who satisfies the qualifications for the title may be appointed on a provisional basis. A provisional appointee must be reachable on the next competitive list in order to remain on the job.

### ***PLEASE NOTE:***

\* All final hires are subject to a clean fingerprint/background check and fit-for-duty physical.

\* Full-time positions – health insurance benefits available if desired

**Send letter of interest, Broome County application, and reference sheet to:**

Ms. Nancy Legenhausen  
Personnel Assistant  
1100 East Main Street  
Endicott, NY 13760

**Deadline for Applications:**

**ASAP**

**EOE**

## **SENIOR TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the accurate performance of a wide variety of typing and clerical duties which require specialized knowledge of office policies and procedures and/or the supervision of a number of clerical subordinates. The work is performed under general supervision in accordance with established routines. The position differs from that of typist because the duties are more complex and/or include the supervision of others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Types from clear copy or rough draft a variety of correspondence forms, reports and records;  
Independently composes and answers mail according to prescribed procedures;  
Classifies files by subject with cross-referencing;  
Maintains personnel records and prepares payroll adjustments;  
Trains new employees by informing of department procedures and policies that relates to their work;  
Operates office machines such as word processors, adding machines and copiers;  
May serve as departmental contact to public and other agencies in matters where policy and procedures are defined;  
May prepare simple reports and summaries;  
May assign and review work of subordinates.

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

Good knowledge of office terminology, procedures and equipment;  
Good knowledge of business arithmetic and English;  
Working knowledge of the principles and practices of supervision;  
Ability to type accurately at the rate of 35 words per minute;  
Ability to remember and interpret numerous laws, rules and regulations pertinent to the activities of the department;  
Ability to understand and follow oral and written instructions;  
Ability to maintain satisfactory working relationships with others;  
Ability to communicate effectively both orally and in writing;  
Ability to prepare simple reports;  
Accuracy;  
Courtesy;  
Tact.

### **MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's degree in secretarial science or closely related field, or

- A) Graduation from high school or possession of a general equivalency diploma and one (1) year of general office/clerical experience which must have included typing\* as a primary function of the job; OR
- B) Two (2) years of general office/clerical experience which must have included typing\* as a primary function of the job; OR
- C) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

**NOTE:** Post-secondary education in a regionally accredited or New York State registered educational institution with a concentration in secretarial science may be substituted for the above described experience on a year for year basis.

**\*NOTE:** Data input, i.e. inputting lists of items, numbers, or other data into computers or completing forms that appear on a computer screen is NOT acceptable experience.