

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** SENIOR TYPIST

**TITLE #:** 1605

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the performance of clerical and keyboarding tasks of a moderate level of difficulty requiring the exercise of independent judgment and a general understanding of specific procedures and policies. Work may involve frequent contact with the public. Work is usually performed under general supervision. The incumbent may lead and direct the work of others. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Prepares correspondence, reports, rosters, envelopes, file cards, lists, payroll and other materials from draft or recorded dictation and ensures for clerical accuracy;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;

Operates standard office equipment, such as calculators, copy machines, metered mail machines, computer workstations, printers, fax machines, etc;

Processes, checks, codes and files requisitions, claims, vouchers, bills and receipts;

Prepares and replies to routine correspondence on matters where policies and procedures are well defined;

Handles general office files and maintains a variety of office records;

Collects, compiles and types statistics and other related information;

May serve as receptionist by answering telephone calls, interviewing callers and making appointments;

May maintain personnel records, prepare and type payrolls;

May be responsible for the maintenance and upkeep of publications and reference files;

May assign and review the work of subordinates, and instruct new employees in the specialized clerical work of a unit;

May compare vouchers with purchase orders for accuracy;

May issue and record applications, licenses/permits, and collect and account for monies received.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; computer skill involving computer applications such as word processing, e-mail, calendar, spreadsheets or other database software; ability to understand and follow oral and written directions; ability to get along well with others; ability to meet and deal with the public; ability to demonstrate keyboard proficiency; ability to maintain neat and legible records; clerical aptitude; accuracy; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**NOTE:** Computer literacy will be evaluated during the probation period.

**NOTE:** When assigned to the Minisink Valley School District, may perform intermittently claim auditor duties on a substitute basis as needed.

**JURISDICTIONAL CLASSIFICATION:** Competitive; Non-competitive when part-time in Towns and Villages.

REVISED: 05/6/25