

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

**CLASS TITLE:** TYPIST

**TITLE #:** 1715

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for typing and clerical tasks of routine difficulty. Specific duties vary with the needs of the department. Employees in this class receive detailed oral and/or written instructions on new assignments and work is subject to review. Work is performed under direct supervision. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Prepares correspondence, reports, rosters, envelopes, file cards, lists, payrolls, vouchers, and other materials from draft or recorded dictation;

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

Sorts, indexes and files correspondence, reports, memoranda and similar materials;

Operates standard office equipment such as calculators, fax, photocopiers, metered mailed machines, computer terminals, or printers;

Answers telephone and gives out routine information;

Maintains and processes simple records;

Opens incoming mail, date stamps, and distributes it to appropriate staff;

Checks reports and records for clerical accuracy;

May maintain office supply records and prepare requisitions for same;

May maintain time and attendance records;

May act as a receptionist, directing callers to the proper source of information;

May compose routine correspondence or minutes from meetings from verbal instructions, written notes, dictation, or taped recordings;

May assist with the processing, checking, coding and filing of requisitions, claims, vouchers, bills and receipts;

May relieve at switchboard;

May compare vouchers with purchase orders for accuracy;

May assist in various types of clerical work and/or simple calculations relative to the functional activities of the department in accordance with established processes and procedures.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of English and business math; working knowledge of office terminology, procedures and equipment; ability to keyboard at a rate of 35 words per minute; ability to effectively use computer equipment such as spreadsheets, word processing, e-mail and database software; ability to maintain neat and legible records; ability to follow oral and written instructions; clerical aptitude; accuracy; dependability; neatness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None are required.

**NOTE:** A keyboarding test to show proficiency at 35 words per minute will be required

**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 for part-time among Towns, Villages, School Districts, and BOCES.

REVISED: 05/06/25