

TYPIST (SPANISH SPEAKING)

GENERAL STATEMENT OF DUTIES: Performs a full range of routine typing and clerical work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, performs a variety of tasks involving the use of computers to produce correspondence, records, reports, tables, documents and other material, following prescribed guidelines. Various routine clerical tasks, such as sorting, filing, answering telephones, are also performed. Incumbents must interact with a significant percentage of Hispanic visitors, and as such must be fluent in both the Spanish and English language, providing interpretive and information services. This is an entry-level position. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both the Spanish and English languages;

Uses a computer to produce one or more of the following: correspondence, reports, payrolls, cards, lists, statements, vouchers, purchase orders, bills and/or other financial documents;

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

Proofreads typewritten material to identify grammatical, spelling or typewritten errors and makes necessary corrections;

Prepares and maintains simple records and files;

Operates a variety of office machines, such as adding machines, duplicating machine, fax machine etc.;

May receive incoming mail, open, date and distribute it to appropriate staff members;

May receive visitors, ascertain their business and direct to appropriate staff members;

May issue licenses, permits, and other papers in accordance with law, regulation, or administrative practice;

May operate a switchboard as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of proper grammatical usage, punctuation, and spelling; familiarity with office terminology, procedures and equipment; ability to read, write and converse fluently in both the Spanish and English languages; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to manipulate a standard alphanumeric at a minimum of 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to identify and correct spelling errors; ability to follow written and oral instructions; ability to get along well with others; accuracy; courteous manner; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.