

**GREENE COUNTY HUMAN RESOURCES**  
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**NOTICE OF VACANCY**

**DEPARTMENT:** SOCIAL SERVICES  
**JOB TITLE:** RECEPTIONIST/TYPIST  
**HOURLY RATE:** \$14.79 (Grade 5, Step 0)  
**POSTING DATE:** SEPTEMBER 21, 2022  
**DEADLINE:** SEPTEMBER 27, 2022

***This is a full-time, provisional appointment. Permanent appointment is contingent upon Civil Service examination.***

This clerical position involves the responsibility for the performance of specific office functions, depending on where the position is assigned, including coordination of the prompt greeting and meeting of visitors or clients with staff members who are best able to meet their needs. Additionally, employees in this class perform related clerical tasks, such as screening telephone calls, taking messages, sending and receiving faxes, making extension connections, pulling appropriate files and maintaining lists of names and addresses of persons who have passed through the reception area on a particular day. The work also requires substantial time in the operation of a typewriter and/or micro-computer, using word processing software. The work is performed under the general supervision of a higher ranking employee in the department. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** *(The typical work activities listed below are illustrative only. Incumbents in this title may perform some or all of the following, as well as related duties not described).*

- Receives visitors, answers telephone calls, and provides requested information or makes appropriate referrals to staff members of the assigned department;
- Answers telephone at reception desk, takes messages, gives general information, and connects callers with proper offices;
- Pulls materials from files and makes file searches in answer to telephone or visitor requests;
- Answers intercom calls from staff members;
- Performs reproduction and collating duties allied to receptionist duties;
- Sends, receives and logs faxes;
- Types forms, creates letters, transcripts, invoices, vouchers, records, payrolls, schedules, reports, time cards, and similar materials using a typewriter and/or micro-computer;
- Transcribes Dictaphone tapes and/or longhand copies;
- Maintains simple account records concerning matters referred to the office where the position is assigned, which may involve operating an adding machine or calculator;
- Operates copy machines;
- Maintains pamphlets, brochures, and related materials for visitors;
- May substitute for other clerical staff members during absences, lunch breaks, and in the event of illness.

**MINIMUM QUALIFICATIONS: EITHER**

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience either as a receptionist or typist in a position involving providing information in person and on the telephone to the public and employees; **OR**
- B. Two (2) years of clerical experience, either as a receptionist or typist in a position involving providing information in person and on the telephone to the public and employees; **OR**
- C. An equivalent combination of experience and training by the limits of **A** and **B** above.

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and back ground check.

**PLEASE POST CONSPICUOUSLY**