

Greene County Human Services

Job Announcement: RECEPTIONIST/TYPIST

HOURLY RATE: \$15.12 (Grade 5, Step 0)

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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, and equipment; Ability to type at a predetermined rate of speed on a typewriter and/or micro-computer, using word processing software; Micro-computer literacy; Ability to greet visitors in a pleasant manner and provide requested information; Ability to refer visitors to appropriate staff members, after ascertaining their needs; Ability to understand and follow verbal and written instructions; Ability to operate fax and copy machines; Ability to deal courteously and effectively with the public, both in person and on the telephone; Ability to hear well and speak distinctly; Ability to operate simple office calculating equipment; Ability to write legibly; Clerical aptitude.

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.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience.

You may include a resume but do not substitute a resume.

Applications can be obtained at:

<https://www.greenegovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com.

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.