

NOTICE OF VACANCY

DEPARTMENT: TREASURER'S OFFICE
JOB TITLE: PRINCIPAL CLERK TYPIST
HOURLY RATE: \$20.16 (Grade 10, Step 0)
POSTING DATE: MAY 23, 2023
DEADLINE: MAY 30, 2023

This is a full-time, provisional appointment pending Civil Service exam.

This is important clerical work involving the responsibility for the performance of the more difficult and complex clerical tasks which are included with the typing duties. The incumbent may act as secretary to the head of a department or highly specialized unit and as such, the work will be distinguished by the relatively increased secretarial and research responsibilities and be characterized by responsibility for a high degree of mature judgment and knowledge of program objectives, policies, and procedures. Work is performed under general supervision in accordance with well-established policies and procedures allowing for the exercise of independent judgment in carrying out the details of the work. This class differs from that of Senior Clerk Typist by the more difficult and complex duties and nature of the assignments and the independence allowed in carrying out the work and/or supervisory responsibilities of subordinate staff. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern office/business terminology, procedures, and equipment; Thorough knowledge of business arithmetic and English; Thorough knowledge of policies, laws, and regulations relating to the program of a particular agency; Good knowledge of the laws/regulations concerning confidentiality; Ability to type, operate a personal computer, and utilize common office software programs including word processing, spreadsheets, and databases; Ability to enter data and maintain electronic records and files with speed and accuracy; Ability to organize and prioritize work; Ability to organize, prepare, and maintain accurate records, reports, and files; Ability to pay close attention to the details of the work; Ability to work effectively with co-professional staff, outside agencies, and the general public; Ability to communicate effectively both verbally and in writing; Ability to understand and follow both verbal and written instructions; Ability to plan, assign, and supervise the work of subordinate staff; Sound judgment, tact, and courtesy.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Office Technology **and** two (2) years of experience of progressively responsible clerical experience and proof of typing ability;*

OR

- B. Graduation from high school or possession of an equivalency diploma and four (4) years of experience as described above;

OR

- C. Five years of experience as described above;

OR

- D. An equivalent combination of training and experience as defined by the limits of **A, B, and C** above.

**Typing at a rate of thirty-five (35) words per minute will be required.*

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 a background check.