

Greene County Department of Social Services

Job Announcement: CLERK-TYPIST (HELP Program)

Hourly Rate: \$16.87 (Grade 4, Step 0)

This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Appointment will mature into a permanent, Competitive position, without testing, upon the successful completion of a 52-week probationary period.

This is routine clerical work of limited complexity and variety requiring the skilled use of an alpha-numeric keyboard. Employees in this class perform duties which are standardized and repetitive, but which require training in typing. Detailed instructions are given at the beginning of the work assignments. Employees familiar with the operations and procedures may work with some independence and initiative. Some independent judgment may be utilized as experience is gained. Employees may review the work of others for accuracy although supervision is not a regular requirement of this position. Work is performed under direct supervision. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of business arithmetic and English; Working knowledge of office practices, terminology, procedures, and equipment; Ability to type accurately at an acceptable rate of speed; Ability to make routine arithmetic computations and tabulations accurately and with reasonable speed; Ability to learn assigned clerical tasks; Ability to establish and maintain effective working relationships with other employees and with the public; Ability to understand and carry out verbal and written instructions; Ability to write legibly; Clerical aptitude; Mental alertness; Neatness; Accuracy; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: *Either:*

- A. Graduation from high school or possession of a high school equivalency diploma which shall include or be supplemented by a course in typing;
- OR**
- B. Two (2) years of satisfactory full-time paid clerical work experience which shall have included substantial part-time typing duties;
- OR**
- C. Any equivalent combination of training and experience as defined by the limits of **A** and **B** above.

SPECIAL REQUIREMENT FOR TYPING: Typing at a rate of thirty-five (35) words per minute will be required.

APPLICATIONS: Qualified candidates should submit an employment application to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greenecountyny.gov.

NOTES:

- Clerical experience is defined as activities involving the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording, entering, and retrieving data and/or information or i.e. filing, answering phones, typing correspondence, and using modern computer software. This experience should be the primary function of the job and not incidental.
- 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 background check and drug screen.