

**PLEASE POST**

JOB OPENING

TITLE: **SENIOR CLERK TYPIST (Competitive/Permanent)**  
DEPARTMENT: Highway  
SALARY: Pursuant to the TCEA Bargaining Agreement  
SHIFT: 7:30 am – 2:00 pm  
DATE: July 16, 2021

GENERAL STATEMENT OF DUTIES

The work involves the performance of typing and varied duties of a moderately difficult nature. This class differs from that of clerk typist by virtue of the more difficult and varied nature of the work performed and by the independent judgment in the application of established procedures and methods that is exercised by the incumbent. Work is performed under the general or direct supervision of a higher-ranking employee, depending on the nature of the assignment. Supervision may be exercised over one or more clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES

Types accounting and financial statements, payrolls, statistical tabulations and data for letters, memoranda, vouchers, reports, requisitions and other materials;  
Reviews accounts, reports and other documents for completeness, accuracy, and conformity with established procedures;  
Indexes and files documents and correspondence;  
Searches, locates, and records paper and documents;  
Assembles a variety of data from office records for incorporation into various reports;  
Prepares payrolls and maintains time cards;  
Composes and types routine correspondence;  
Assists in proofreading typewritten and printed material;  
Answers telephone, gives routine information to the public and makes appointments for superior;  
Operates an adding machine, calculator or other office machines;  
Transcribes material from dictaphone cylinders and belts;  
Maintains records of petty cash fund;  
Utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out complex oral and written instructions; ability to type from clear copy or rough draft at an average rate of speed; clerical aptitude; sound judgments; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing, and one (1) year of office clerical experience.

NOTE: Completion of a one (1) year or longer post high school secretarial course, which included typing, may be substituted for the required experience. Additional office clerical experience, which included typing, beyond the one year requirement, may be substituted for high school on a year-for-year basis.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Greg Magnuszewski) AND TO THE SUPERINTENDENT OF HIGHWAYS (Mark Wegner).**