

CITY OF NEWBURGH - ENLARGED SCHOOL DISTRICT  
DATE ADOPTED: JANUARY 11, 1979  
DATE AMENDED: JANUARY 8, 1991  
Amended: July 9, 1991

## **PRINCIPAL TYPIST**

### **GENERAL STATEMENT OF DUTIES:**

This is an important position involving responsibility for the performance of a number of varied or unrelated clerical tasks which require the exercise of independent judgment, and a thorough understanding of specific law, office rules, procedures, and policies and a substantial amount of keyboarding. Work is done under the general supervision of a building principal or other designated administrator. Direct or general supervision may be exercised over the work of one or more full or part time clerical.

### **DISTINGUISHING FEATURES OF THE CLASS:**

Where applicable maintains personnel records; collects, compiles and keyboards statistics and other related information. Where applicable keyboards, processes checks, codes and files requisitions, claims, vouchers, bills, receipts, collects fees and accounts for monies received. Conducts routine correspondence on matters where policies and procedures are well defined. Where applicable keyboards, issues and records applications, licenses and permits. Keyboards records, reports and checks for clerical accuracy, completeness. Keyboards, processes, indexes, sorts, records and files a variety of records and reports. Transcribes using dictaphone and keyboards correspondence. Answers telephone and gives out routine information. Occasionally operates fax, copy machines, calculator and other office machines. Keyboards materials from copy, rough draft, dictaphone and other detailed instructions. Where applicable takes, transcribes, keyboards and records minutes and proceedings of meetings, hearings and conferences.

### **REQUIRED KNOWLEDGES, SKILLS, ABILITIES:**

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to keyboard accurately at a satisfactory rate of speed; ability to supervise the work of others; ability to get along well with others; ability to understand and carry out complex oral and written directions; ability to write legibly; clerical aptitude; mental alertness; initiative; neatness; accuracy; tact and courtesy; integrity; good judgment; good physical condition.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma, and five years of progressively responsible clerical experience which shall have included keyboarding; or any equivalent combination or training and experience sufficient to indicate ability to do the work.

### **For Promotion:**

Permanent competitive class status in the Newburgh Enlarged City School District for 2 years as a Senior Typist or 5 years as a Typist.