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Job Specification

SENIOR CLERK TYPIST (ALL JURISDICTIONS) DEFINITION

Under *supervision*, performs typing and other related clerical work requiring the exercise of independent judgment and a working knowledge of department rules, regulations, and policies, and/or has charge of the work of a small group of clerk typists, and/or has charge of the designated phase of the typing work of the department; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

23233C - Bilingual in Spanish and English SPECIAL SKILL Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Organizes assigned clerical, typing, and other related work and develops effective work methods.

Assigns suitable work, instructs individuals and groups, and supervises the performance of their work.

Reviews, checks, and certifies reports, applications, and other documents for correctness.

Composes answers to routine letters and prepares other letters in accord with office routines and regulations.

Does typing accurately and rapidly from varied types of copy.

Checks and verifies bills, vouchers, statements, and payrolls.

Prepares claim schedules.

Records varied types of data accurately.

Keeps tickler files up-to-date.

Receives and checks applications and/or fees and prepares receipts.

Receives, reviews, and adjusts complaints.

Prepares personnel records, requisitions, estimates, statistical information, receiving records, and inventories.

Supervises the operation and care of office machines and equipment.

May assist with on-the-job training of new clerical employees.

Answers nonroutine inquiries for information originating within and without the agency in accord with agency policy and regulations.

In State government, Department of Law and Public Safety, may type labels for specimens, samples, or evidence.

In State government, Department of Law and Public Safety, maintains records of evidence receipt, verification, and recording.

In State government, Department of Law and Public Safety, may type laboratory records reflecting the storage of evidence.

In the Department of Law and Public Safety, may verify receipt against source documents.

May assist in supervising the preparation of and personally prepares statistical and other reports.

May assist in planning and supervising a designated phase of the clerical activity of the unit.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in clerical work including typing.

NOTE: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience indicated above. Coursework must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of modern office methods, practices, routines, machines, equipment, and of the internal organization after a period of training.

Ability to comprehend established office routines and regulations and apply them to specific cases in accord with established procedures.

Ability to organize assigned clerical, typing, and supervisory work, and develop effective work methods.

Ability to give assignments and instructions to clerical employees and supervise the performance of their work.

Ability to help plan and to supervise a designated phase of the clerical work of the unit.

Ability to type accurately and rapidly.

Ability to work cooperatively with associates and superior officers and with that portion of the public interested in or concerned with the work of the office.

Ability to keep complicated records.

Ability to use and properly care for office machines and equipment.

Ability to prepare clear, concise, and appropriate business letters in accord with office regulations, policies, and procedures.

Ability to prepare and supervise the preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain and supervise the maintenance of essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

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Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
23233		S	C	35	09	N/A	A09	-
23233C	Bilingual In Spanish & English	S	C	35	09	N/A	A09	-
23235		S	C	35	09	N/A	A09	10 Month

This job specification is for **state** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

