



CITY OF BEACON
One Municipal Plaza
Beacon, NY 12508
845.838.5000
www.BeaconNY.gov

*****JOB ANNOUNCEMENT*****

The City of Beacon is accepting applications for one (1) Full-time **Senior Typist** in the **Police Department**.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

EITHER: (A) Completion of thirty (30) college credits;

OR: (B) Possession of a certificate from a business/secretarial school;

OR: (C) One (1) year of full-time clerical experience, that included the performance of skilled keyboarding duties;

OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.

PERFORMANCE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES:

This position is responsible for the accurate performance of a wide variety of increasingly difficult keyboarding and clerical duties. Specific duties vary with the needs of the department or agency. The work differs from Typist in that the clerical support services it provides tend to be broader and more complex. Work is generally performed under direct supervision when incumbents are new to the position, with supervision decreasing as job familiarity increases. Supervision may be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

- Performs clerical support functions, including skilled keyboarding, reception, record maintenance and database management;
- Prepares reports or summations concerning unit or agency's activities;
- Takes inventory counts of records, books, and office supplies; may order supplies for unit or agency;
- Obtains information and data, collects and summarizes, furnishes and transmits same to other units, departments, agencies, vendors, and the general public as necessary;
- Processes records for unit or agency, including such activities as checking for compliance with accepted procedures, transposing or disseminating information, logging records or coordinating the scheduling of appointments;
- Assists in posting mathematical, fiscal and other data;
- Directs telephone and in-person callers and provides routine information and assistance;
- Recaps ledgers and card records;
- May supervise subordinate employees.

SALARY/HOURS: \$27.26 per hour, working forty (40) hours per week, inclusive of a thirty (30) minute paid lunch.

APPLY AT: The City of Beacon Human Resources Department, located at One Municipal Plaza, Beacon, NY 12508 or inquire by email at HR@BeaconNY.gov

Applications are accepted until position is filled. **Candidate must pass a background check.**