

HERKIMER COUNTY

JOB OPENING

Department: Social Services

Title: Typist
Anticipated Permanent Opening, Full Time Position

Salary: \$33,369.00 (2025 base pay rate)

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the performance of standardized clerical tasks involving the full-time or substantial part-time operation of a typewriter. Detailed instructions are given for new or difficult assignments. Employees in this class may be assigned to work on word processing equipment to produce acceptable copy by manipulating an alphanumeric keyboard and reviewing information on a display screen. The amount of time spent on this type of equipment depends upon the operator's capability on the job requirements for its efficient operation. An employee in this class may be required to undergo training to develop and/or increase skills in the operation of word processing equipment. Does related work as required.

MINIMUM QUALIFICATIONS/ACCEPTABLE TRAINING AND EXPERIENCE:

Either: (A) Graduation from high school or possession of a high school equivalency diploma;

Or (B) Two years of clerical experience;

Or (C) An equivalent combination of experience and training as outlined in (A) and (B) above.

NOTE: Candidates must possess verifiable training and/or experience in typing to qualify to take this exam.

SPECIAL NOTE: Applicants seeking employment in this position may be required to provide verifiable training and experience in the operation of word processing equipment to receive an appointment to a position where such skills are a prerequisite to the satisfactory performance of the work.

CONTACT

for further information: Timothy Seymour, Commissioner of Social Services
Herkimer County Department of Social Services
301 N. Washington Street, Ste 2110
Herkimer, NY 13350
315-867-1222

Please Post for 10 Working Days (8/13/2025 through 8/26/2025)