

**PLEASE POST CONSPICUOUSLY**

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Community Services**  
***Keyboard Specialist***

**\$32,203 - \$37,888**

**DATED: November 08, 2024**

**Last Date To File: November 22, 2024**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, crosschecking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Receives and organizes work to be typed determining document format;
- Types/creates correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;
- Proofreads and corrects work producing accurate, clean and complete typed copy;
- Prepares stores and retrieves lists and documents;
- Answers telephone and gives out routine information;
- Updates and stores department forms on computer;
- Orders office supplies and maintains inventory of supplies and equipment;
- Sorts, date stamps and distributes mail and packages;
- Performs routine equipment maintenance tasks;
- Serves as receptionist and greets clients and/or visitors;
- Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;
- Schedules meetings and appointments;
- May collect fees and account for monies received;
- Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
- Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;
- May prepare and maintain time records and payroll data.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to operate an alphanumeric keyboard such as a personal computer at an acceptable rate of speed; ability to set up appropriate forms, charts and other tabular listings; ability to perform close, detail work involving considerable visual effort and strain; ability to understand and follow oral and written instructions; ability to maintain neat and legible records; ability to communicate effectively, both orally and in writing; tact and courtesy.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)