

TYPIST/TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves primarily the performance of typing, clerical and related tasks of a standardized nature. The work is unusual in that the incumbent also assists a teacher in the performance of non-professional tasks in a classroom working with individual and /or small groups of students during a portion of the school day. Clerical work is reviewed by immediate observation, cross checking, spot-checking or another step in the clerical process. Teacher Aide duties are performed under the direct supervision of a teacher. A Typist/Teacher Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Types, sorts, indexes and files mail, requisitions, ledger cards and other materials;
- Pulls materials from files, makes simple file searches;
- May collect fees and accounts for monies received;
- Types records and reports and checks for clerical accuracy, completeness and proper extension;
- Answers telephone and gives out routine information or relieves at switchboard;
- Types and maintains time records and payroll data;
- Makes out working papers and attendance sheets;
- Acts as receptionist
- Occasionally operates mimeograph, photocopy, simple computing, and other office machines;
- Makes entries on control cards or in ledger from original sources;
- Makes arithmetical computations, compiles and types simple statistical reports;
- Types materials from copy or rough draft;
- Assists in overseeing operations of classroom materials and helps students with their use;
- Reads to and plays records for students in lower grades;
- Takes attendance and distributes work folders;
- Directs games or work assignments for difficult groups of students.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type accurately at the rate of 40 WPM; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; ability to establish good relationships with students; familiarity with class room routine; resourcefulness in conducting activities indirectly related to teaching process; ability to maintain discipline; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 10/30/80