



TYPIST

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer and more meaningful for all members of our community.

The Typist will support several student-centered areas within the College including Academic Advising and Student Support, the College Advancement Program (CAP), the Center for Community and Workforce Development, and Admissions. The work is primarily routine clerical work involving full-time or substantial part-time operation of a computer for the entry and retrieval of information and to produce printed material such as letters, memoranda, forms, and reports. Work is performed under supervision on standard assignments and in accordance with defined procedures. Supervision is available for consultation on unusual problems and for instructions on new or difficult assignments.

Alertness and willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for an incumbent in this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Types materials from copy, rough draft, and other detailed instructions;
- Prepares and types correspondence, documents, forms, form letters, transcripts, invoices, vouchers, records, reports, and similar materials;
- Acts as secretary to an official where assignments are limited in scope;
- Types, issues, and records applications, licenses, and permits; Prepares and types records and reports and checks for clerical accuracy, completeness, and proper extensions;
- Prepares, stores, and retrieves lists and documents;
- Makes arithmetical computations, compiles and types simple statistical reports;
- Files correspondence, memoranda, reports, and other materials;
- Indexes materials and performs simple record keeping tasks;
- Schedules meetings and appointments;
- Operates computers, copying machines, fax machines, scanners, mail machine, calculators, and other office equipment and performs routine equipment maintenance tasks or may arrange for maintenance of such machines;
- Is receptionist for Academic Advising and Student Support office

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Working knowledge of modern office terminology, procedures, and equipment;
- Working knowledge of business arithmetic and English;
- Ability to type and operate a personal computer and utilize common office software programs including word processing, spreadsheet, and databases accurately at an acceptable rate of speed;
- Ability to set up, store, and retrieve appropriate forms, charts, and other tabular listings;
- Ability to understand and follow oral and written instructions;
- Ability to get along well with others;
- Ability to write legibly; Clerical aptitude.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and proof of typing ability*.

*Proof of typing ability: Work experience must include typing, or A course in typing, computer, or data entry (high school, trade school or college), or Acceptable typing waiver showing ability to type a minimum of 35 wpm

NOTE: Clerical office experience may be substituted on a year-for-year basis for high school study but you must still possess proof of typing ability as indicated above.

Incumbents must pass the Civil Service Typist Exam. Employment will be provisional upon passing the Exam.

To apply:

The search will remain open until the position is filled. Please a letter of application, resume, and a Clinton County application available here: [CLINTON COUNTY APPLICATION FOR EXAMINATION OR EMPLOYMENT](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary