# Typist I

The Probation Department plays an important role in promoting public safety and supporting individuals under probation supervision as they work toward successful outcomes in the community. We are effective in our mission because of our dedicated employees who provide guidance, supervision, and support while upholding the responsibilities of the department.

## WHY YOU?

This position is ideal for friendly, professional individuals who enjoy working with the public and creating a welcoming, organized front-office environment. You'll serve as an important first point of contact for individuals visiting the department while providing dependable clerical and administrative support to staff.

## WHAT EXACTLY DOES A TYPIST I DO?

The primary function of this role is to provide front-desk reception and clerical support for the Probation Department. Responsibilities include greeting and assisting visitors, answering and directing telephone calls, providing information and assistance, maintaining records, and supporting routine office operations. The position requires professionalism, good communication skills, discretion, and the ability to handle confidential information appropriately.

This is an important role in the Probation Department, and duties will include (but are not limited to):

- Uses computerized equipment with a word processing function to complete typing duties.
- Posts simple and routine data to various departmental records.
- Receives and screens applications or other forms for accuracy of content and compliance with procedural and regulatory requirements.
- Sorts, indexes and file documents, reports, correspondence and other material.
- Gives routine information regarding departmental procedures.
- Type data on forms and departmental records.

## MINIMUM QUALIFICATIONS

None

Note: Fingerprinting may be required of any successful candidate at time of appointment.

## ANNUAL SALARY

**$39,104-$42,864**

## CIVIL SERVICE GRADE

**CSEA / 3**

## POSITION TYPE

**NYS HELP PROGRAM**

*This is a Hiring Emergency Limited Placement (HELP) Program appointment. This is a permanent appointment, and the Civil Service exam will be waived.*

**Full Time**
**35 hours/week**

## WORK LOCATION

**600 S. State Street**
**Syracuse, NY 13202**

## BENEFITS

- Paid Vacation, Personal and Sick Leave
- 13 Paid Holidays
- Health, Dental and Vision Insurance
- NYS Retirement Benefits and Retiree Healthcare
- Flex Spending
- Work-Life Balance
- Professional Development Opportunities

## HOW TO APPLY

Send application/resume to:
Michelle Williams, Administrative Officer
Onondaga County Probation Department
600 S. State Street, Syracuse, NY 13202
Email: MichelleAWilliams@onondaga.gov

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