

## SENIOR STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is varied and difficult secretarial and/or office clerical and keyboarding work requiring a general understanding of office rules, procedures and policies. The secretarial and/or office clerical duties, which distinguish this second level title in the clerical line, are similar to those of Senior Typist except for the taking of live dictation. The work calls for the exercise of independent judgment in the application of prescribed procedures and methods. Depending upon the nature of the assignment, the work may be done under immediate or general supervision. Supervision may be exercised over the work of one or more clerical assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as secretary to an official and/or deputy to an elected official in cases where assignments call for the use of judgment and experience in making decisions in accordance with established policies and procedures;

Operates a personal computer, network computer or typewriter and/or other work processing related equipment to produce from copy, rough draft or dictating machine, correspondence, reports, spreadsheets, databases, charts and other work documents;

Takes and transcribes dictation of letters, memoranda, reports and other material;

Intercepts telephone calls and visitors, answers moderately difficult questions, makes appointments and establishes priorities for submission to administrator(s);

Composes and keyboards routine correspondence applying a knowledge of departmental operations and regulations;

Relieves superior of office detail by making appointments for him/her, receiving callers and answering requests for information;

Collects, compiles and keyboards statistics and other related information;

Assigns, reviews and records work done and instructs new employees in the specialized clerical work of the office;

Sorts, indexes and files reports, invoices, ledger cards, catalogues and other materials;

Makes arithmetic computations, compiles and keyboards simple financial and statistical reports;

Performs a wide variety of related clerical, stenographic and keyboarding tasks;

May operate or relieve at telephone switchboard;

May operate calculators, scanners, printers, facsimile machines, copying machines and other office equipment;

Performs a variety of related activities as required.

SENIOR STENOGRAPHER (cont'd)

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of personal computer or network computer office equipment and software; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to take and transcribe dictation at a satisfactory rate of speed; ability to type and keyboard accurately at a satisfactory rate of speed; ability to understand and carry out complex oral and written directions; ability to function in a relatively unstructured situation; ability to meet and deal with the public effectively; clerical aptitude; good judgment; neat appearance; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and two (2) years clerical experience which shall have involved stenography, keyboarding and operation of personal computer work processing software; or
- b) Four (4) years of clerical experience which shall have involved stenography, keyboarding and operation of personal computer work processing software; or
- c) An equivalent combination of training and experience as indicated in a) and b).

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.