STENOGRAPHER II

DISTINGUISHING FEATURES OF THE CLASS: This is secretarial and clerical processing work. Secretarial duties, which distinguish this second level title in the clerical line, include the use of independent judgment in the handling of non-routine situations and data, and setting of priorities to assist administrator(s) in decision making. Clerical duties include processing all or part of the paper work flow of an office, involve judgment in work scheduling, and the evaluation of submitted data for compliance with established criteria. Stenography and typing are an integral part of the job. Work is performed in accordance with prescribed procedure and in coordination with administrator(s). Work direction may be given to first level clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Intercepts telephone calls and visitors, answers moderately difficult questions, makes appointments and establishes priorities for submission to administrator(s);
Makes decisions in handling basic non-routine situations and data;
Types letters, evaluations, correspondence, minutes, memoranda and announcements and similar materials;
Takes dictation and types from shorthand notes, rough copy notes, etc.;
Composes and types routine replies to letters requesting information;
Orders, records, integrates and processes reported data requiring knowledge of moderately difficult procedures;
Operates common office machines such as photocopy, mimeograph, calculator, etc.;
Files material related to secretarial and clerical processing duties;
Assists teachers and students with a variety of needs and requests;
May post accounts, do summaries and prepare for and make bank deposits;
May relieve on switchboard;
Performs a variety of related activities as required.

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 correct English usage; good knowledge of alphabetic or numeric layout for typewritten reports and summaries; good knowledge of business arithmetic; good knowledge of office procedures and equipment;

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good verbal abilities; ability to type at an acceptable rate of speed and to record dictation at an acceptable rate of speed; ability to understand and carry out moderately difficult oral and written instructions; ability to function in a relatively unstructured situation; clerical aptitude; neatness of appearance; tact; courtesy; good judgment.

MINIMUM QUALIFICATIONS: Either

a) Graduation from high school or possession of a comparable diploma and two (2) years of office clerical or business experience; or

b) Four (4) years of office clerical or business experience; or

c) An equivalent combination of training and experience indicated in a) and b) above.

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.

PROMOTION:
One (1) year of permanent status as a Stenographer I.