

STENOGRAPHIC SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a secretarial nature with responsibility for independently performing complex clerical operations and relieving a superior or administrative by handling details. Frequent use of independent judgment is required. Duties also include planning and overseeing the routine of an office, composing correspondence and responding to requests and problems as they arise. Work is performed under general supervision, in accordance with existing departmental policies and practices. Detailed instructions are given only where policies have not been determined. Unusually important or complicated assignments are checked in detail upon completion. Immediate supervision is exercised over the work of clerical assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Relieves superior of office detail by making appointments for him, receiving calls and callers and referring them to the proper persons, answering requests for administrative information and preparing office reports;

Maintains confidential and regular correspondence files;

Reads and summarizes reports to facilitate review by and to conserve the time of a superior;

Conducts correspondence independently unless it involves administrative judgment in which case it is composed for official signature;

Assigns work to and supervises subordinate clerical employees;

Keeps daily attendance records, vacation schedules, leave allowance and other records;

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: Thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; familiarity with the organization, functions, laws, policies and regulations of the department to which assigned; working knowledge of account keeping practices; ability to handle routine office details independently, including the composition of letters and memoranda without dictation; ability to take and transcribe dictation at a high rate of speed; ability to plan and supervise the work of others; ability to understand and carry out complex oral and written directions; tact; courtesy; initiative; resourcefulness; good judgment; neat appearance.

STENOGRAPHIC SECRETARY (cont'd)

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and four (4) years of clerical experience which shall have involved stenography; or
- b) Six (6) years of experience which shall have involved stenography; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.