

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 21, 2004

SENIOR STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: Performs difficult and varied stenographic typing, and clerical tasks. This is difficult and varied clerical work requiring ability to take and transcribe dictation. Work requires the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Depending upon the nature of the assignment, work may be done under close or general supervision. Supervision may be exercised over one or more clerical assistants. Excepting the ability to take and transcribe dictation, this class is equivalent to that of Senior Clerk and Senior Typist. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Acts as secretary to an official in cases where assignments call for the use of judgment and experience in making decisions in accordance with established procedures and policies;
2. Takes and transcribes dictation of letters, articles, addresses, memoranda and other materials;
3. Types a variety of reports;
4. Assigns work, reviews and records work done, and instructs new employees in the specialized clerical work of the office;
5. Answers telephone and serves as a receptionist;
6. Interviews callers and makes appointments for superior;
7. Checks supplies and equipment received and accounts for same;
8. Operates mimeograph, adding and other office machines including but not limited to word processing and desk data input terminals.
9. Prepares financial and other reports as required.
10. Composes and types routine correspondence, applying a knowledge of departmental operations and regulations;
11. Performs a wide variety of related clerical and stenographic tasks;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of office terminology, procedures and equipment; knowledge of Business Arithmetic and English; ability to understand and carry out complex oral and written directions; ability to get along well with others; ability to meet and deal with the public; ability to take and transcribe dictation at 80 words per minute; ability to type at 35 words per minute; clerical aptitude; good judgment; neatness of appearance; tact and courtesy; physical condition to commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: One (1) year of permanent competitive experience as a stenographer.

OPEN-COMPETITIVE: Graduation from high school or possession of a New York State equivalency diploma.

AND: 1. One (1) year of experience in *office clerical work which shall have involved typing, and the taking and transcribing of dictation.

*Store clerk or cashier experience is not qualifying experience.

SPECIAL REQUIREMENT:

Candidates must be able to type at the rate of thirty-five (35) words per minute and take dictation at the rate of eighty (80) words per minute.