

DEPARTMENT: ALL
CLASSIFICATION: COMPETITIVE
APPROVED: 04/07/86

STENOGRAPHIC SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: Performs difficult stenographic, typing, clerical and secretarial work. The work of employees in this class is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving superiors of administrative details by arranging his conferences for him and relieving him of contacts which should properly be made with subordinate officials. This work calls for the frequent exercise of independent judgment in giving out information regarding departmental policies and practices and in planning the routine of an office. The correspondence duties of these employees are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally with correspondence being dictated only when new problems arise. Employees in this class work under general supervision, receiving detailed instructions only for work where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. Employees in this class may exercise immediate supervision over the work of a small number (1-4) of clerical assistants. Employees in this class have more difficult public contact assignments than is characteristic of positions to the class of Senior Stenographer.

TYPICAL WORK ACTIVITIES:

1. 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;
2. Maintains confidential and regular correspondence filed;
3. Reads and summarizes reports to facilitate review by and to conserve the time of a superior;
4. Reports and transcribes important and confidential dictation;
5. Handles correspondence independently unless it involves administrative judgment in which case it is composed for official signature;
6. Assigns work to and supervises subordinate clerical employees;
7. Operates mimeograph, adding and other office machines including but not limited to word processing desk data input terminals.

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 agency to which assigned; ability to handle routine office details independently, including the composition of important letters and memoranda without dictation; ability to take and transcribe dictation at an average rate of speed; ability to plan and supervise the work of others; ability to understand and carry out complex oral and written directions; tact and courtesy in dealing with others; initiative and resourcefulness in the solution of complex problems; neat appearance, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- PROMOTIONAL:** 1. One (1) year of permanent competitive status in a Senior level Stenographer position;
- OR:** 2. Two (2) years of permanent competitive status in an entrance level Stenographer position.

CONTINUED

STENOGRAPHIC SECRETARY ... CONTD.

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

AND: Three (3) years of *office clerical experience which shall have involved stenographic work.

NOTE: Satisfactory completion of college with an Associate Degree in Secretarial Science will equate to two (2) years of the required experience. However, one (1) year of the required experience **MUST** have been performed.

***STORE CLERK, OR CASHIER EXPERIENCE IS NOT QUALIFYING EXPERIENCE.**