

SENIOR STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing complex clerical operations and for relieving the principal officer of administrative details by arranging conferences and contacts with subordinate officials. A Senior Stenographer takes and transcribes dictation as a major responsibility of the job. The work calls for the frequent exercise of independent judgment in giving out information regarding departmental policies and practices and in planning the routine of the 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. The incumbent works under general supervision, receiving detailed instructions only where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. Supervision may be exercised over clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in maintaining contacts with staff and public, screening material submitted by staff members for compliance with procedures and policies before forwarding it to Superintendent for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person and by preparing answers to correspondence for the principal officer's signature;
- Collects information to be used as a basis for reports and memoranda and prepares summaries and reports of various phases of school programs;
- Receives and reads all mail addressed to the principal officer, personally answering many letters and attaching background material to that referred for action;
- Prepares personnel contracts for certificated staff;
- Takes and transcribes important and confidential dictation;
- Types correspondence, memorandum and reports and other documents using a typewriter, word processor or personal computer;
- Prepares agendas, takes minutes and distributes reports of Board meetings, administrative staff meetings, etc.;
- Prepares and submits a number of State mandated reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Good knowledge of the organization and functions of the agency to which assigned;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to plan and supervise the work of others;
- Ability to understand and carry out complex oral and written instructions;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to take and transcribe dictation at an acceptable rate of speed;

Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;

Ability to perform close, detail work involving considerable visual effort and strain;

Confidentiality;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered two-year college or university with an associate's degree in secretarial sciences or a closely related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which shall have involved the taking and transcribing of dictation and typing using a typewriter, word processor or personal computer; or
- (c) Four years of clerical experience which shall have involved the taking and transcribing of dictation and typing using a typewriter, word processor or personal computer; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.