

SENIOR STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for the performance of varied stenographic, typing, and clerical tasks requiring the exercise of independent judgement and an understanding of agency procedures and policies. The work is performed under general supervision, with unusual problems being referred to a supervisor before action is taken. Supervision may be exercised over the work of clerical assistants. A Senior Stenographer does related work as required.

TYPICAL WORK ACTIVITIES:

- Acts as secretary to official(s) in cases where assignments call for the use of judgement and experience in making decisions in accordance with established policies and procedures;
- Takes, transcribes dictation of letters, memoranda reports and other material;
- Maintains personnel records, prepares, and types payrolls;
- Collects, compiles, and types statistics and other related information;
- Assigns work, reviews and records work done, and instructs new employees in the specialized clerical work of a unit;
- Collects fees and accounts for monies received;
- Conducts correspondence on matters where policies and procedures are well defined;
- Types records and reports, and checks for clerical accuracy, completeness, and proper extension;
- Answers telephone and gives out information, or relieves at switchboard;
- Acts as receptionist and may explain agency policies or requirements to visitors, clients, or others;
- Prepares agendas and takes minutes of meetings;
- May operate word processing, data entry equipment, calculators, and other business equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to operate alphanumeric keyboards accurately at an acceptable rate of speed; ability to take and transcribe dictation at a satisfactory rate of speed; ability to understand and carry out oral and written directions; ability to listen and make clear and accurate explanations of agency policies or requirements; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; tact and courtesy; integrity; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical office experience;

OR

- B. Two (2) years of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 1/13/88

Reviewed: 3/23/88