

Department: In all Civil Divisions
Classification: Competitive
Grade: 8

SPEC DISK F1
DOCUMENT 54

SENIOR STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing moderately difficult clerical and stenographic duties requiring a general understanding of specific law, office rules, procedures and policies. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine cases. General supervision is received from a higher ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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 policies and procedures;
Takes and transcribes minutes of meetings and proceedings of hearings and conferences;
Composes and types routine correspondence, applying a knowledge of departmental operations and regulations;
Assigns work, reviews and records work done, and instructs new employees in the specialized clerical work of a unit;
Takes and transcribes dictation of letters, articles, addresses, memoranda and other materials;
Has charge of and types resolutions, minutes, bills and a variety of reports;
Oversees and participates in the computation and typing of payrolls, purchase orders and vouchers;
May maintain a set of routine financial accounts;
Occasionally operates mimeograph, photocopy, computing, calculating and other office machines;
Requisitions and checks the receipt of supplies and equipment;
Assigns and participates in the cutting of stencils for important memoranda and other materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to take and transcribe dictation at a satisfactory rate of speed; ability to type accurately at a satisfactory rate of speed; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; good judgment; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of experience in taking and transcribing dictation; or
- (b) Three years of experience in taking and transcribing dictation; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).