

SENIOR STENOGRAPHER

NATURE OF WORK

This is advanced general clerical work, involving the taking and transcribing of oral dictation.

Work involves responsibility for performing varied stenographic and clerical tasks of considerable complexity. Initiative and judgment are required in dealing with unusual problems and in applying a knowledge of departmental procedures to routine problems and assignments. Amount and kind of dictation taken and transcribed varies. The difficulty and responsibility of the clerical work performed, rather than stenographic skill, is the factor distinguishing this from the beginning level stenographer position. Work is performed with relative independence of action with only limited review or supervision except in new or unusual assignments. Employees in this class act in an advisory capacity to other clerical employees and may assign and review their work.

EXAMPLES OF WORK PERFORMED

Acts as secretary to a department head or the head of a large division; meets the public, giving information requiring considerable knowledge of departmental policies and procedures; schedules appointments.

Takes and transcribes dictation on general or technical subjects; composes and types routine correspondence.

Takes and types minutes of official meetings; types complex tabular data, reports, and other material from copy, rough draft or dictating machines.

Reviews mail and assembles files and material to facilitate reply by superior.

Distributes work load of office staff; trains new clerical employees; reviews difficult work.

Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of office practices and procedures and the operation of common office appliances.

Ability to make work decisions in accordance with departmental rules and policies.

Ability to keep clerical records and to prepare accurate reports from arithmetical and simple accounting information.

Ability to assign and review the work of other clerical employees.

Skill in taking and transcribing dictation and in operating a typewriter accurately and at a moderate speed.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school including or supplemented by courses in typing or shorthand; some experience in performing clerical and stenographic work; or any equivalent combination of training and experience.