

SENIOR STENOGRAPHER

GENERAL STATEMENT OF DUTIES: Performs a full range of tasks and activities of a difficult nature concerned with taking and transcribing dictation, including related clerical tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for recording orally dictated material and, using computer software, transcribes the notes into various formats such as correspondence, documents, records, reports, tables or other material. Contact with the public may be required as part of job responsibilities. The Senior Stenographer differs from the entry level stenographic position in that the clerical tasks performed are of a more difficult nature, incumbents exercise a higher degree of independent judgment and work with fewer direct guidelines or detailed instructions from superiors. Supervision may be exercised over lower level clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

Records oral dictation and transcribes the notes using a variety of machines with a standard alphanumeric keyboard to produce correspondence, documents, records, reports and other materials;

Types material from other written sources, both in clear or rough draft form;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Proofreads typewritten and recorded material to identify grammatical, spelling or typing errors and makes necessary corrections;

Performs responsible clerical work in the maintenance of complex and confidential records and files;

Operates a variety of office machines, such as photocopy machine, adding machine, fax machine, etc;

Screens telephone calls and callers and either responds to the inquiries or refers to appropriate staff member;

Receives incoming mail, opens, dates and distributes to appropriate staff; handles routine correspondence independently;

Assists in the compilation of files and/or other materials to facilitate replies by superiors, and/or to be used as a basis for reports or statements;

Takes minutes of meetings, proceedings and/or hearings, if required;

May requisition or maintain office supplies in accordance with established procedures.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, including filing systems, office machines and other labor-saving devices; good knowledge of proper grammatical usage, punctuation and spelling; ability to take difficult dictation at not less than 80 WPM; ability to manipulate a standard alphanumeric keyboard at a rate of 35 WPM; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and carry out complex oral and written directions; clerical aptitude; ability to deal with people, estimate situations and adopt an effective course of action; ability to get along well with others; ability to compile data and prepare reports; accuracy; resourcefulness; initiative; neat personal appearance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) three years of general office/clerical experience, two of which must have included stenographic work and involved the use of computers to maintain records or produce correspondence or spreadsheets; or (b) completion of an approved post high school business or secretarial school program with a degree or certificate in secretarial sciences, office technology or closely related field and two years of general office/clerical experience involving stenographic work and the use of computers to maintain records or produce correspondence or spreadsheets; or (c) satisfactory completion of 30 credits at a recognized college or university may be substituted for each year of the above stated experience to a maximum of two years but must have at least one year of general office/clerical experience involving stenographic work and the use of computers to maintain records or produce correspondence or spreadsheets; or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) through (c).

Note: A certificate program is defined as a minimum of 6-8 courses and results in the issuance of a certificate.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Special Districts
Cities of Rye & Peekskill
School Districts
J.C.: Competitive

Job Class Code: S176 (School Districts)
0176 (Municipalities)

(1d)

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