

Jurisdictional Class: Competitive
Adopted: July 21, 1989
Revised: June 25, 2010

PRINCIPAL STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work which involves responsibility for the performance of the more difficult and complex clerical tasks which will include stenographic duties. A principal stenographer may act as secretary to the head of a large department and, as such, the work will be distinguished by the relatively increased secretarial responsibilities and be characterized by responsibility for a high degree of mature judgment and knowledge of program policies and procedures. Work is performed in accordance with general instructions received from a superior with considerable leeway for independent decision in carrying out assignments. Immediate supervision may be exercised over the work of a number of clerical assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises clerical staff in handling of records, filing, and other clerical duties;
Supervises the preparation of information releases;
Independently prepares routine correspondence;
Installs standard office procedures and methods, and instructs staff in their application;
May act as personal secretary to a department head;
Takes and transcribes dictated materials;
Collects information to be used as a basis for reports and memoranda, and prepares summaries and reports of various phases of the agency's program;
Keeps complex records of activities of the agency;
May, under general supervision, purchase equipment and supplies;
Performs a variety of related duties in carrying out the work of the office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of secretarial practices;
Thorough knowledge of office practices and procedures;
Thorough knowledge of supervisory practices and procedures;
Demonstrated ability to take and transcribe dictation at a high rate of speed;
Ability to understand and interpret written material;
Ability to get along well with others;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of stenographic experience.

NOTE: Clerical training beyond high school which included stenography may be credited for the above required experience on a year-for-year basis for a maximum of two (2) years.