

Jurisdictional Class: Competitive; Non-Competitive when Part Time
Adopted: October 24, 1986
Revised: September 20, 2018

SENIOR STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical, stenographic, and typing work requiring a general understanding of specific law, office rules, procedures, and policies. It entails the full-time or substantial part-time taking and transcribing of dictation and operation of a typewriter or word processor. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. For the most part, work is performed under general supervision. Supervision may be exercised over subordinate 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 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;
Operates an addressograph, Xerox machine, computer, calculator, or other office machines;
Requisitions and checks the receipt of supplies and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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 directions;
Ability to get along well with others;
Ability to write legibly;
Clerical aptitude;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, two (2) years of clerical experience which shall have involved taking and transcribing dictation, and proof of typing ability*.

*Proof of typing ability: Work experience must include typing, or
A course in typing, computer, or data entry (high school, trade school or college), or
Acceptable typing waiver showing ability to type a minimum of 35 wpm

NOTE: College courses or related training beyond high school may be credited on a year-for-year basis for experience but you must still possess proof of typing ability as indicated above.