

SENIOR CLERK-STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is a second-level title in the clerical line involving the processing of clerical tasks in accordance with established policies and procedures. This second-level title involves the responsibility for judgment in work scheduling as well as the evaluation of submitted data for compliance with established criteria. Stenography and typing are a major portion of the work. This work is performed under the general supervision of a higher-level clerical employee or an administrator and work guidance (e.g. lead work) may be provided to lower-level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes dictation at meetings and types from shorthand, notes, and drafts, etc.;

Composes and types, moderately difficult replies to emails, letters requesting information;

Records, integrates and processes data requiring knowledge of moderately difficult procedures;

Answers moderately difficult questions related to the clerical processing responsibility of the office; Initiates telephone contacts to obtain information via telephone, email, mail, etc.;

Reviews documents for accuracy, completeness, and conformity with established procedures;

Handles all types of correspondence, incoming calls, letters, emails and provides appropriate and timely responses;

Schedules and adjusts workload to ensure timely completion of assignments;

Completes and reviews paper or electronic vouchers;

Prepares a variety of reports;

Maintains a variety of files and records;

Operates standard office machines and utilizes computer programs and applications for the completion of work assignments;

May post to accounts, prepare summaries and prepare and make bank deposits;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic; ability to type accurately and at a rate of speed satisfactory to the appointing authority*; ability to record and transcribe dictation at a rate of speed satisfactory to the appointing authority*; ability to analyze and organize data and prepare records and reports; ability to provide work guidance to others; ability to understand and carry out moderately difficult oral and written directions; ability to communicate effectively, both orally and in writing; ability to use computer programs and applications.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. An Associate's degree or higher may be deemed fully qualifying.

PROMOTION: One (1) year of permanent status as a Clerk-Stenographer.

*To be demonstrated during the probationary period.

**County of Rockland title of Senior Stenographer has been retitled to Senior Clerk-Stenographer.