

SENIOR CLERK-STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is clerical processing work which consists of ordering, recording and processing all or part of the paper work flow of an office. The work of this second level title in the clerical line involves judgment in work scheduling as well as the evaluation of submitted data for compliance with established criteria and attendant appropriate action. Stenography and typing are an integral part of the job. The work is performed in accordance with prescribed procedure under the general supervision of an administrator or a higher level clerical employee. Work direction may be given to first level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes dictation and types from shorthand notes, copy, rough notes, etc.;

Composes and types routine replies to letters requesting information;

Orders, records, integrates and processes reported 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 potentially difficult information;

Files materials related to clerical processing work;

May post accounts, do summaries and prepare for and make bank deposits;

May operate a telephone switchboard or console or act as a receptionist;

May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, data entry, word processing, micro computer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology and procedures; good knowledge of business arithmetic and English; ability to record dictation at a rate of ninety (90) words per minute and to type at a rate of forty (40) words per minute*; ability to understand and carry out moderately difficult oral and written directions; ability to extract information from standard form documents and establish and maintain records according to procedures.

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 competitive class status as a Clerk-Stenographer.

*To be demonstrated during the probationary period.