

PRINCIPAL STENOGRAPHER

Department: Varies
Classification: Competitive
Specification Number: 0100
Approved: 10/15/21
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma and six (6) years of experience in a clerical position which includes stenography.

NOTE: Additional education beyond high school from a college with federally-authorized accreditation or registration by NY State may be substituted for experience on a year-for-year basis.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class performs supervisory stenographic and clerical work or secretarial work of considerable responsibility. Employee performs a variety of responsible and complex stenographic and clerical tasks requiring independent judgment and action including the frequent making of decisions in accordance with departmental policies and practices. Supervision is often exercised over a number of clerical employees performing routine clerical work, or the incumbent serves as general secretary to a division head, board or commission handling a wide variety of complex clerical duties. The employee plans and carries out work assignment with considerable independence within the rules, regulations and procedures of the department. Problems concerning important departures from standard practices and procedures are referred to a superior for final decision. New assignments usually consist of statements of desired objectives. A superior usually signs important correspondence but regular work is normally reviewed only for achievement of desired results. Does related work as required.

TYPICAL WORK ACTIVITIES

Takes and transcribes general and technical oral dictation, composes difficult non-routine letters, proofreads and sends out correspondence, routes incoming mail and correspondence not requiring a superior's attention to proper officials for action;

Prepares board or commission meeting agendas; attends meetings, keeps records and minutes; prepares draft of meetings for administrative review;

Supervises a staff of clerical and stenographic employees engaged in performing routine stenographic duties, keeping various clerical records; and typing reports relating to departmental operations;

Interviews callers and screens calls for superiors; makes and cancels appointments for superiors; receives complaints and requests for information, routes for necessary action; composes and types replies on receipt of information;

Gathers source material for the preparation of reports, articles, speeches, and other matters; assists supervisor in editing copy.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Thorough knowledge of business English, spelling and arithmetic; thorough knowledge of office practices, procedures and appliances; good knowledge of the principles of office management and supervision, and ability to apply this knowledge to work problems; skill in taking and transcribing dictation at a reasonable rate of speed; ability to rapidly acquire considerable knowledge of the legal, administrative, and procedural regulations applicable to the organization of assignment; ability to keep complex records and to prepare periodic reports from such records; ability to plan, assign and coordinate the work of a clerical staff, and to instruct and

supervise clerical subordinates in a manner conducive to full performance and high morale; ability to develop and maintain effective departmental and public relations.