

## SENIOR STENOGRAPHER

STANDARD NO(S):

NYSLEAP: 2.2

DATE:

July 28, 2009

REFER TO:

Gary S. Sullivan

**I. OBJECTIVE:** In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

**II. POLICY:** To establish a job description for Senior Stenographer in the Seneca County Sheriff's Office.

**III. DETAILS:**

**A. Employment Criteria** – 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. It calls for the exercise of independent judgement 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 the work of one or more clerical assistants. Typical work assignments vary and are outlined below as illustrative only:

1. May serve at switchboard;
2. Acts as secretary to an official in cases where assignments call for the use of judgement and experience in making decisions in accordance with established policies and procedures;
3. Takes and transcribes minutes of meetings and proceedings of hearings and conferences;
4. Composes and types routine correspondence, applying a knowledge of departmental operations and regulations;
5. Assigns work, reviews and records work done, and instructs new employees in the specialized clerical work of a unit;
6. Takes and transcribes dictation of letters, articles, addresses, memoranda and other materials;
7. Has charge of and types resolutions, minutes, bills, and a variety of reports;
8. Oversees and participates in the computation and typing of payrolls, purchase orders and vouchers;
9. May maintain a set of routine financial accounts;

10. Operates addressograph, mimeograph, computing, calculating and other office machines;
11. Requisitions and checks the receipt of supplies and equipment; assigns and participates in the cutting of stencils for important memoranda and other material.

**B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:**

1. Good knowledge of office terminology, procedures and equipment;
2. Good knowledge of business arithmetic and English;
3. Ability to take and transcribe dictation at a satisfactory rate of speed;
4. Ability to type accurately at a satisfactory rate of speed;
5. Ability to understand and follow oral and written directions;
6. Ability to get along well with others;
7. Ability to write legibly; clerical aptitude;
8. Mental alertness;
9. Good judgement;
10. Neatness;
11. Accuracy; tact and courtesy.

**C. The position of Senior Stenographer must meet all civil service requirements.**

**D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.**

**MINIMUM QUALIFICATIONS:**

Two years of clerical experience which shall have involved taking and transcribing dictation and graduation from high school; or any equivalent combination of experience and training.

**E. Seneca County is an Equal Opportunity Employer.**