

## SECRETARY - STENOGRAPHER

GENERAL STATEMENT OF DUTIES: Performs executive secretarial work of a complex nature; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for performing executive secretarial work consisting of administrative and stenographic duties involving the frequent exercise of independent judgment. Detailed instructions are received only upon work involving questions of policy determination and administration. This position is distinguished from lower levels of this career series by the overall evaluation of the position's level of participation, scope and complexity of tasks performed. Supervision may be exercised over the work of other clerical workers.

### EXAMPLES OF WORK: (Illustrative Only)

Relieves the principals of details, which do not require their personal attention by the use of discretion, tact and a comprehensive knowledge of department procedures and policies;

Uses computer applications such as spreadsheets, work processing, calendar, e-mail and database software in performing work assignments;

Receives and handles inquiries, complaints and requests concerning department/division activities;

Receives callers, ascertaining their business and answers their questions or refers them to the proper person/division;

Takes and transcribes important and confidential dictation;

Takes stenographic notes of meetings and hearings, and prepares the minutes;

Utilizes a full range of skill in the operation of computer software applications to perform a variety of complex typing and clerical tasks;

Arranges appointments and meetings, and prepares materials for them;

Compiles or researches data and prepares reports;

As delegated, relays directives to subordinate personnel and follows up on their completion;

Opens and screens mail, and answers it independently or routes it with background material as necessary;

Handles other correspondence independently, as delegated or from brief direction;

Handles special and confidential assignments for superior;

Maintains and directs the maintenance of files, both general and confidential;

EXAMPLES OF WORK: (Illustrative Only) (continued)

May assist in the preparation and control of the department or division budget;

May perform internal administrative tasks such as personnel interviewing, the processing of personnel and payroll records and forms, departmental budget preparation and control, and the requisitioning of office supplies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the responsibilities of an executive secretary; thorough knowledge of general business terminology, procedures and equipment; thorough knowledge of business English, spelling and arithmetic; good knowledge of supervisory principles and techniques; ability to take difficult dictation at a rate of 80 words per minute; ability to transcribe dictation; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to compose and edit letters and memoranda; ability to understand and carry out complex oral and written directions; ability to deal effectively with officials and the public; ability to adopt an effective course of action based upon existing or developing situations; accuracy; initiative; resourcefulness; tact; good judgement; discretion; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) five (5) years of secretarial experience which must have involved the taking of dictation, three (3) years of which involved the use of computers to maintain records and produce correspondence; or (b) graduation from a post high school secretarial or business school with a degree or certificate in secretarial sciences, office technology or closely related field and three (3) years of general secretarial experience which involved the taking of dictation and the use of computers to maintain records and produce correspondence; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Note: A certificate program is defined as a minimum of 6-8 courses and results in the issuance of a certificate.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Cities of Peekskill and Rye

School Districts

J.C.: Competitive

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Job Class Code: 0175 (Towns, Villages, Cities)

S175 (School Districts)