

Clerk Stenographer III

DEFINITION

This is supervisory or moderately complex stenographic and clerical work which involves taking and transcribing oral dictation.

Work of this class involves the performance of difficult clerical and stenographic functions, frequently requiring independent decisions based on interpretation of the policies and procedures of the unit served.

The complexity and difficulty of assignments, as well as the nature of contacts requiring knowledge of departmental policies and regulations, differentiate this class from Clerk Stenographer II. In many positions employees supervise a moderate size group of subordinates engaged in stenographic, typing and clerical functions. Incumbents are expected to perform assignments with a high degree of independence, referring difficult problems or matters of policy to a superior. Work is subject to general review and is evaluated on the basis of the quality and accuracy of the work produced.

TYPICAL DUTIES*

Takes and transcribes oral dictation in preparing a variety of correspondence, reports, statistical and other data; takes and transcribes verbatim statements of evidence from witnesses and of proceedings in departmental disciplinary hearings; types correspondence and other material on general and technical subjects for review by a superior.

Composes and types correspondence requiring knowledge of departmental operations and regulations for signature by a superior; signs recurring or standardized forms and correspondence as delegated.

Acts as receptionist and performs advanced secretarial functions for a superior; meets the public, providing information requiring knowledge of departmental policies and procedures; contacts other employees, officials and the public in scheduling appointments, reserving accommodations and relieving a superior of varied and routine details.

Maintains relatively complex subject matter, files and classifies material to be filed; keeps a variety of moderately complex records; compiles and prepares statistical and other data from such records.

Arranges official meetings, assembles material, takes and transcribes minutes, records decisions and subsequently notifies persons concerned of these decisions.

Assigns, reviews and supervises the work of a small number of subordinate employees engaged in performing routine and varied clerical tasks.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of business English, spelling, punctuation and arithmetic.

Considerable knowledge of modern office practices, procedures and equipment.

Ability to take and transcribe dictation rapidly and accurately.

Ability to supervise the work of subordinates.

Ability to make decisions in accordance with established policies and procedures.

Ability to maintain moderately complex records and to prepare reports from such records.

Ability to understand and execute oral and written instructions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Skills in the operation of a word processor.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Completion of the twelfth (12th) school grade including business subjects with emphasis on shorthand and transcription or completion of the certificate program in stenography from an approved business school/college; and a minimum of three (3) years' diversified experience in oral dictation, transcription and progressively responsible general office experience including demonstrated supervisory capability.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0300		0301	
Last Updated:	1981-04			
Previous Updates:	1972-10, 1971-03			
Originated:	1966-01			