

[Go Back](#)**NASSAU COUNTY****Title : SENIOR STENOGRAPHER,
BILINGUAL (SPANISH)****SCHOOL DISTRICTS****Code: 010222 ALC****CLASS SPECIFICATION****Page : 1 of 2****Competitive****GENERAL STATEMENT OF DUTIES**

Performs secretarial, stenographic, and clerical duties in taking and transcribing dictation; may assign and instruct subordinates; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of considerable judgment in performing a variety of relatively complex clerical functions.

TYPICAL DUTIES

- * 1. Takes and transcribes difficult dictation involving technical and unusual terms.
- * 2. Takes verbatim minutes or prepares summary minutes of official meetings or hearings.
- * 3. Acts as secretary to an official and makes appointments, answers and refers telephone calls, opens, sorts, and reads incoming mail, and answers routine correspondence.
- * 4. Performs responsible clerical work in maintaining complex records and files.
 - 5. Compiles a variety of data to be used as a basis for reports and prepares reports or statements.
- * 6. Operates a data-entry terminal keyboard and/or word processing systems.
 - 7. Reviews applications and other forms for correctness, completeness, and compliance with prescribed requirements.
 - 8. Assigns work to and supervises subordinate clerical personnel as required.
- * 9. Performs the above-described duties in a foreign language in addition to English, as required.

ESSENTIAL FUNCTIONS*FULL PERFORMANCE, KNOWLEDGES, SKILLS AND ABILITIES**

1. Considerable knowledge of modern office practices, procedures, and equipment.
2. Considerable knowledge of English grammar, spelling, punctuation, and arithmetic.
3. Ability to take and transcribe dictation at a reasonable rate and to type accurately.
4. Ability to understand and carry out complex oral and written directions.
5. Ability to operate a data-entry terminal keyboard and/or word processing systems.
6. Ability to supervise work of subordinate clerical personnel.
7. Ability to answer routine correspondence.
8. Ability to compile data and prepare reports.
9. Ability to maintain complex records and files.

10. Ability to make minor decisions in accordance with department practices and regulations.
11. Ability to comprehend a foreign language in addition to English, and to speak it fluently.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Two years of satisfactory office clerical experience which involved taking and transcribing dictation.

- NOTE:**
1. Associate's degree in Office Technology or Secretarial Science from a regionally accredited or New York State registered college, university, or business school may be substituted for the two years of above-described experience.
 2. Experience, as outlined above, in excess of the two-year requirement, may be substituted for high school education on a year-for-year basis up to a maximum of two years.

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