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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : STENOGRAPHIC SECRETARY**  
**Code : 010230 ALK**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs executive secretarial duties for a major administrative officer and supervises subordinate clerical employees; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the exercise of considerable tact and independent judgment and action in the performance of highly difficult and complex clerical procedures.

**TYPICAL DUTIES**

- \* 1. Takes and transcribes highly difficult dictation of correspondence, articles, reports, speeches, and minutes.
- \* 2. Screens callers and visitors, and makes appointments.
- \* 3. Receives and refers telephone calls, and answers telephone inquiries.
- \* 4. Screens incoming mail, routes mail to proper officials, and/or composes replies independently.
- \* 5. Prepares and processes special reports, forms, and summaries.
- \* 6. Compiles data for use in, and assists in, preparation of annual budgets, reports, articles, and speeches.
- \* 7. Maintains personnel, financial, statistical, and other records.
- \* 8. Maintains files of correspondence, memoranda, reports, and a variety of other materials pertinent to activities of the office or department.
- \* 9. Supervises subordinate clerical employees.
- 10. Operates a data entry terminal keyboard and/or word processing systems.
- 11. Assists in preparing or processing payrolls, as required.

**\*TYPICAL ESSENTIAL FUNCTIONS**

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

1. Thorough knowledge of English grammar, spelling, punctuation, and arithmetic.
2. Thorough knowledge of modern office practices, methods, and procedures.
3. Considerable knowledge of departmental rules, regulations, procedures, and functions.
4. Ability to take, transcribe, and type dictation of highly difficult material at a reasonable rate.
5. Ability to compose a variety of memoranda and/or letters with only general instructions.
6. Ability to exercise good judgment, courtesy, and tact in receiving callers and in making proper disposition of problems.
7. Ability to supervise subordinate clerical personnel.
8. Ability to maintain confidential and/or complex records, and to compile data and

prepare reports.

9. Ability to establish and maintain effective working relationships with associates and the public.
10. Ability to operate a data-entry terminal keyboard and/or word processing systems.

### **MINIMUM QUALIFICATIONS**

#### **Training and Experience**

Graduation from high school

and

Three years of general office stenographic experience, one year of which shall have been in a responsible supervisory or secretarial position.

- 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 the non-secretarial or non-supervisory experience.
  2. Experience, as outlined above, in excess of the three-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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