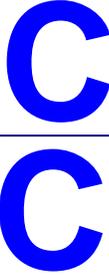




**CAYUGA
COUNTY**

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Stenographer



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	PRINCIPAL STENOGRAPHER
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	ALL JURISDICTIONS
ADOPTION:	CSM
REVISED:	CSM 10/10/01; 11/14/07

DISTINGUISHING FEATURES OF THE CLASS:

Performs highly difficult, complex and responsible office work requiring the ability to take and transcribe dictation either as the secretary for an administrative official or as the supervisor of an office unit; does related work as required. This class is characterized by a high degree of secretarial or supervisory responsibility calling for mature office judgment and for knowledge of the policies, laws and regulations relating to the program of the agency in which the position is located. Principal Stenographer is distinguished from Senior Stenographer by relatively increased secretarial responsibilities resulting from the scope and importance of the program that the superior administers, by greater complexity of related clerical duties, by supervision of a large number of subordinate office employees, or by any combination of these factors. The position often includes only a limited amount of taking and transcribing dictation, but may require ability to make a stenographic record of interviews, informal hearings, or conferences.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Serves as secretary to an administrative official by assisting in maintaining contacts with units under their supervision, screening material submitted by staff members for compliance with procedures and policies before forwarding it to superior for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence for superior's signature;
- Collects information to be used as a basis for reports and memoranda, and prepares summaries and reports of various phases of the agency's program;
- Maintains personal files for superior and supervises a file system for the agency;
- Receives and reads all mail addressed to superior, personally answering routine letters, and attaching background material to those referred to superior;
- May take and transcribe stenographic records of discussions, informal conferences, and similar meetings;
- Subject to general direction from an administrative official, supervises the work of a number of clerical subordinates;
- Assigns work, furnishes guidance while work is in process, and reviews finished work on completion;
- Maintains office discipline and trains new employees, and instructs employees on individual problems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Extensive knowledge of modern office practices, procedures and equipment;
Thorough knowledge of the policies, laws and regulations relating to the program of the agency in which the position is located insofar as they are necessary for the proper accomplishment of the duties;
Ability to handle routine administrative details independently, including the composition of letters and memoranda without dictation;
High degree of skill in carrying on public relation activities with operating officials and the general public;
Demonstrated ability to take and transcribe dictation at a high rate of speed;
Ability to supervise and instruct the work of others;
Ability to proceed independently in solving difficult clerical problems;
Initiative;
Resourcefulness;
Neat personal appearance.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of high school equivalency and 5 years of experience in clerical work which shall have involved taking and transcribing dictation.