

## SECRETARY STENO

GENERAL STATEMENT OF DUTIES: Performs responsible, difficult stenographic and secretarial tasks which may be confidential in nature; involves a considerable amount of judgment; accuracy is important as frequently no check is made of data compiled or records prepared; performs related work as required.

### STATEMENT OF TASKS:

Transcribes minutes from meetings in which several speakers participate using shorthand, speedwriting or court reporting transcription device, etc.;

Types letters, memos, agenda, etc. principally transcribed, but may be from handwritten copy or transcription device;

Types technical reports, legal documents, contracts all of which may be of a confidential nature, from transcription device, dictated or from hand written copy;

Prepares replies to correspondence from brief dictated notes or on own initiative and may also be authorized to sign supervisor's name to correspondence, inter-office forms, requisitions and related documents;

Screens visitors, telephone calls and incoming calls personally answering those inquires that in the employee's judgment do not require the supervisor's attention, and sets appointments for the supervisor;

Establishes and maintains complex cross-reference files and establishes file categories;

Utilizes PC's and related software including word processing, spreadsheets and databases.

### MAY BE REQUIRED TO:

Type complex statistical and accounting reports requiring a number of tabulations;

Complete requisitions and other forms;

Search files and a variety of source materials to serve as background for reports;

Review work prepared by other clerical employees for form, accuracy and adherence to office policy.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of office terminology, procedures, business mathematics and English;

Ability to understand and follow complex and written directions;

Ability to prepare reports from complex materials;

Ability to make decisions in accordance with laws, ordinances, regulations and established policies;

Ability to take minutes of meetings and retain concept;

Ability to take dictation at eighty words per minute using shorthand, speedwriting or court reporting transcription device etc.;

Ability to type 50 net words per minute;

Ability to operate a computer and associated software;

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Ability to maintain good working relationships with staff, public and elected officials;  
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Two (2) years of clerical experience and ability to type 50 net wpm and, based on the determination of the department head involved, take dictation at 80 wpm using shorthand, speedwriting or a court reporting transcription device.

Established: May 1, 1975  
Revised: November 1, 1988  
November 23, 1998  
November 16, 2004  
September 21, 2006

  
Human Resources Director