

SCHOOL SECRETARY III (STENOGRAPHER)

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position involving the accurate performance of difficult stenographic, keyboarding, and clerical duties for a high level school official. Considerable contact with the public, school personnel and students is involved. The position requires the exercise of independent judgment in relieving the superior of routine administrative details and in the application of prescribed methods and procedures. This class differs from School Secretary II (Stenographer) by virtue of more complex duties and independent judgment in carrying out administrative details and from Administrative School Secretary (Stenographer) in that degree of responsibility and confidentiality exercised are, while significant, somewhat less. Work is performed under the general supervision of a high level official. Supervision is exercised over lower level personnel.

TYPICAL WORK ACTIVITIES:

1. Relieves administrators of details which do not require their personal attention, using discretion, tact and a thorough knowledge of school procedures and policies;
2. Performs complex stenographic, keyboarding, and clerical tasks;
3. Takes and transcribes minutes of meetings
4. Receives and screens telephone calls from administrators, faculty and the public;
5. Operates a keyboard in the preparation of purchase orders, budgets, statistical reports, etc.;
6. Maintains budget accounts;
7. Composes and operates a keyboard in the preparation of routine correspondence;
8. Maintains office files and a variety of office records;
9. Maintains office supplies;
10. Greets and assists the public, school personnel and students;
11. Uses electronic data processing equipment in the storage and retrieval of information;
12. Operates office machinery;
13. Arranges conferences, workshops, and travel;
14. Directs and trains clerical personnel;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English and arithmetic; ability to operate a keyboard at not less than 35 words per minute; ability to take stenography at not less than 80 words per minute; ability to understand, remember and interpret numerous laws, rules and regulations pertinent to the activities of the department; ability to maintain neat and legible records; ability to supervise the work of others; ability to maintain satisfactory working relationships with others, including the public; ability to communicate effectively, both orally and in writing; ability to use electronic data processing equipment; ability to perform complex arithmetic operations accurately and quickly; ability to prepare reports; resourcefulness; initiative; patience; tact and courtesy; physical condition commensurate with the demands of the position.

SCHOOL SECRETARY III (STENOGRAPHER) (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of two (2) years of college or business school or secretarial school;
- OR: (B) Two (2) years of full-time clerical work experience which included the performance of skilled stenographic and keyboarding duties;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Candidates must indicate stenographic and keyboarding ability; i.e., courses in stenography and typing or skilled stenographic and keyboarding work experience.

CL5425

ADOPTED: 10/13/88

REVISED: 01/31/91 01/26/95 03/04/08