

Jurisdictional Class: Competitive
Adopted: July 21, 1989
Revised: January 26, 2015

PRINCIPAL STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work which involves responsibility for the performance of the more difficult and complex clerical tasks which will include stenographic duties. A principal stenographer may act as secretary to the head of a large department and, as such, the work will be distinguished by the relatively increased secretarial responsibilities and be characterized by responsibility for a high degree of mature judgment and knowledge of program policies and procedures. Work is performed in accordance with general instructions received from a superior with considerable leeway for independent decision in carrying out assignments. Immediate supervision may be exercised over the work of a number of clerical assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises clerical staff in handling of records, filing, and other clerical duties;
Supervises the preparation of information releases;
Independently prepares routine correspondence;
Installs standard office procedures and methods, and instructs staff in their application;
May act as personal secretary to a department head;
Takes and transcribes dictated materials;
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;
Keeps complex records of activities of the agency;
May, under general supervision, purchase equipment and supplies;
Performs a variety of related duties in carrying out the work of the office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of secretarial practices;
Thorough knowledge of office practices and procedures;
Thorough knowledge of supervisory practices and procedures;
Demonstrated ability to take and transcribe dictation at a high rate of speed;
Ability to understand and interpret written material;
Ability to get along well with others;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, five (5) years of clerical experience which shall have involved taking and transcribing dictation, and proof of typing ability*.

*Proof of typing ability: Experience or a course in typing, computer, or data entry within the last five (5) years, or an acceptable typing waiver held within the last five (5) years showing ability to type at 35 wpm.

NOTE: Clerical training beyond high school which included courses in taking and transcribing dictation may be credited for the above required experience on a year-for-year basis for a maximum of two (2) years but you must still possess proof of typing ability as indicated above.