

SENIOR CLERK STENOGRAPHER**NATURE OF WORK**

This is responsible clerical and supervisory work, including the skilled use of word processing.

Work involves responsibility for performing varied and complex clerical tasks and involves direct or administrative supervision of clerical subordinates. While word processing is an essential duty, the work of this class is distinguished by the relative difficulty and responsibility of clerical and supervisory work. Employees independently perform duties which require the exercise of judgement in making decisions in accordance with policies and practices of the organizational unit to which assigned, and the rules or regulations controlling its operation. Work assignments are received in the form of general instructions, and employees in this class frequently develop and refine work routines and are required to carry their work to completion subject to general review and internal checks. Work problems involving significant departure from a standard policy or procedure are reviewed with a supervisor.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises and participates in the work of the word processing section of the main office; schedules and assigns work; answers questions; trains new employees; maintains statistics on work completed; revises procedures for word processing section; processes work orders for Printing Services.

Supervises the work of a general office; schedules and assigns work to clerical subordinates; assigns subordinates to substitute for other departmental clerical personnel and to meet peak loads; proof reads work done by clerical personnel; receives requests for clerical work or duplicating; refers work to Duplicating Centre.

Maintains statistical and fiscal records of unit to which assigned.

Performs word processing activities; operates duplicating or other office machines; requisitions supplies.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in progressively responsible clerical positions; graduation from high school, including or supplemented by courses in business education and word processing or any equivalent combination of experience and training which provides the following knowledges, abilities, and skills:

Considerable knowledge of the efficient operation and care of a personal computer, including word processing, Microsoft Office and other standard office software.

Considerable knowledge of modern office methods and procedures, and office equipment.

Considerable knowledge of business English, spelling, and commercial arithmetic.

Knowledge of the rules, regulations, and policies of the University and the organizational unit to which assigned.

Knowledge of basic accounting.

Some knowledge of the principles of office management.

Ability to interpret rules, regulations, and policies, and to make decisions in accordance with established precedent.

Ability to maintain complex records, and to prepare reports from such records.

Ability to plan, organize, and supervise the work of a number of clerical subordinates.

Ability to make rapid and accurate arithmetical calculations, manually or by machine.

Ability to supervise subordinate clerical personnel.

Ability to use word processing software and prepare materials accurately from rough draft, copy, or stenographic equipment.

Ability to take and transcribe oral dictation with speed and accuracy if required in the specific assignment.

Ability to deal with the public tactfully and courteously and to work harmoniously with other employees.

Skill in the use of a personal computer.

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