

SENIOR STENOGRAPHER (LEGISLATURE) – CHAUTAUQUA COUNTY

Chautauqua County Legislature is seeking a Part-Time Senior Stenographer (Legislature) to work as assigned (up to 17 hours /week) in the Mayville, NY office. Starting Salary is \$21.62/hour. There are no benefits associated with this position.

A Senior Stenographer performs important clerical work involving the responsibility for the performance of a number of varied stenographic and clerical tasks requiring the exercise of independent judgment and a general understanding of department procedures and policies. The work is performed under supervision and involves regular contact with other persons within the department, between bureaus and divisions, or the general public on routine matters requiring only ordinary courtesy and tact. Supervision may be exercised over a small number of clerical assistants. Does related work as required.

Typical Work Activities May Include:

- Acting as secretary to an official in cases where assignments call for the use of judgment and experience in making decisions in accordance with established procedures and policies;
- Takes and transcribes minutes of meetings and dictation of letters, articles, addresses, memoranda, reports and other materials;
- Composes and types routine correspondence applying the knowledge of departmental operations and regulations; Prepares financial and other reports as required;
- Collects, compiles and types statistics and other related information;
- Assigns work, reviews and records work done, and instructs new employees in the specialized clerical work of a unit; Reviews incoming mail and assembles files of material to facilitate reply by superior;
- Checks supplies and equipment received and accounts for same;
- Operates copy machine, facsimile, calculator and other office machines;
- Answers telephone and serves as a receptionist in interviewing callers and making appointments for superior.

This position is being filled by approved applications received.

Minimum Qualifications: A sufficient level of training and experience deemed necessary to perform the work of the position.