

SENIOR LEGAL STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is important stenographic and clerical work involving responsibility for supervising and independently performing many of the administrative details and routine affairs of a legal office. An employee in this class supervises, coordinates and assists in the preparation of all matters prosecuted in Superior Court including preparation of subpoenas, indictments, prosecutor's information and other legal documents; and, frequently transcribes important or confidential dictation. Within carefully established guidelines, employees may provide information regarding departmental policies and practices. Work is performed under the general supervision of a superior with detailed instructions received only where work policies have not been previously determined. Supervision is exercised over the work of other clerical staff assigned to the office. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and coordinates the activities of clerical staff assigned to the office in all aspects of the clerical function;

Records and transcribes dictation of a legal nature;

Maintains calendar for superior and arranges appointments and conferences;

Composes routine letters and memoranda;

Responds to requests for forms and materials by assembling and distributing requested information on own initiative;

Gathers and arranges data for monthly reports;

Maintains a variety of records and files;

Relieves superior of many office details;

Types, files and records legal documents, court dockets and other legal papers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of legal terminology; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to handle routine administrative details independently; ability to maintain a high degree of confidentiality; ability to supervise and coordinate the work of others; ability to type and take dictation at an acceptable rate of speed; ability to understand and carry out moderately difficult oral and written directions; tact and courtesy in dealing with others; initiative and resourcefulness in the solution of clerical problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate's Degree in Secretarial Science or closely related field and two (2) years of full-time paid, or its' part-time equivalent, experience involving stenographic duties in a law office or similar setting; **OR**
- B. Graduation from high school, or possession of a high school equivalency diploma, and four (4) years of full-time paid, or its' part-time equivalent, experience involving stenographic duties in a law office or similar setting; **OR**
- C. Six (6) years of full-time paid, or its' part-time equivalent, experience involving stenographic duties in a law office or similar setting.

ULSTER COUNTY
6265 SR LGL STN
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: January 12, 1999