

SENIOR STENOGRAPHER – CHAUTAUQUA COUNTY LEGISLATURE

Chautauqua County Legislature is seeking a Part-Time Senior Stenographer to work as assigned (up to 17 hours /week) in the Mayville, NY office. Starting Salary is \$20.99/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 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.

The selected candidate will be required to attend and record all legislative committee meetings.

This position is in the Unclassified Service and will be filled from candidates who complete an application for Examination or Employment as stated below in the Application Process.

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.

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

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and return it to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757.

Chautauqua County Government is an Equal Opportunity Employer