

**INTERMEDIATE CLERK STENOGRAPHER****NATURE OF WORK**

This is moderately difficult and varied clerical work involving skilled word processing.

Work involves the independent performance of moderately difficult clerical duties which involve some independent judgement based on knowledge gained through experience. Work problems involving departures from established rules and policies are reviewed with superiors for final decision, but normally employees develop their own procedures and carry work through to completion. Instructions are received from superiors on new assignments and on matters of policy. Limited supervision may be exercised over a small subordinate staff. Work is reviewed by observation of results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK**

Serves as the primary clerical assistant in preparing the University budget; types all necessary forms including revenue and expenditure estimates; types all departmental allocation notices; serves as custodian of University petty cash fund.

Prepares voucher sheets on all pre-issued cheques; codes cheques; assigns voucher numbers; maintains accounts receivable invoices; types a variety of pre-issued cheques.

Types case histories on all patients seen by physicians at the Student Health Service; records diagnoses and treatments in case book; maintains all medical and general files for Student Health Service.

Registers all students for non-credit evening courses; processes all registration form; maintains evening class files and records.

Assists in preparing, processing, and typing a wide variety of personnel actions including appointments, terminations, and insurance actions; administers and corrects examinations for prospective clerical employees.

Replies to inquiries from visitors and by telephone or correspondence; supplies routine information on Faculty policies and procedures; refers more difficult queries to an appropriate official.

Performs related work as required.

## **REQUIREMENTS OF WORK**

Experience in moderately difficult and varied clerical work; 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:

Knowledge of office practices and procedures and of business English, spelling, and numeracy.

Knowledge of modern office equipment and of filing systems and procedures.

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

Knowledge of the regulations, procedures, and services of the unit to which assigned.

Knowledge of accounting.

Ability to keep moderately complex records, to assemble and organize data, and to prepare reports from such records.

Ability to understand and follow oral and written instructions.

Ability to make arithmetical computations with speed and accuracy.

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

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.

**0011**

**1992.12.02**

**Revised: 2004.01.05**