

STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of routine nature and involves the independent performance of standardized clerical tasks and the full-time or substantial part-time taking and transcribing or dictation and operation of a typewriter. Detailed instructions are given for new or difficult assignments. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for employees in this title; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a typewriter and/or Electronic Work Station (personal computer, word processor, or any other electronic micro-processor/device) and/or a computer terminal in performing duties described below:

Takes and transcribes dictation of letters, memoranda, reports and other materials;

Types materials from copy, rough draft, dictating machine cylinders and other detailed instructions;

Acts as secretary to an official where assignments are limited in scope;

Pulls materials from files, makes simple file searches and maintains charge-out records;

Types, issues and records applications, licenses, and permits;

Collects fees and accounts for moneys received;

Types records and reports and checks for clerical accuracy, completeness and proper extension;

Answers telephone and acts as receptionist giving out routine information;

May serve at switchboard;

Types and maintains time records and payroll data;

Occasionally operates simple computing and other office machines;

Makes entries on control cards or in ledger from original sources;

Makes arithmetical computations, compiles and types simple statistical reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology procedures and equipment; working knowledge of business arithmetic and English; ability to take and transcribe dictation at 80 words per minute; ability to type accurately at 35 words per minute; ability to understand and follow oral and written instructions; ability to get along with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

STENOGRAPHER

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in stenography or speedwriting; or
2. One year of clerical experience supplemented by a course in stenography.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

APPROVED: August 29, 1995

CIVIL SERVICE CLASSIFICATION: COMPETITIVE