

STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: Work is primarily of routine nature and involves the performance of standardized stenographic and clerical tasks. Although detailed instructions are given for new or difficult assignments and practices are rather definitely fixed, employees must occasionally exercise independent judgement in applying them to specific cases. Work is reviewed by immediate observation, by checking completed work, or by periodic or spot checks. Excepting the ability to take dictation, this class is equivalent to that of clerk or typist. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Takes and transcribes the dictation of letters, memoranda, reports and other materials; Types letters, payrolls, bills, stencils, reports, bulletins, applications and other materials from clear copy or rough draft; Acts as a secretary to an official where assignments are limited in scope; Operates mimeograph, duplicating, adding and other office machines; Sorts, indexes and files materials alphabetically and numerically; Maintains records in accordance with a prescribed routine; Assists in preparation of routine records; Makes inventories of supplies and equipment; Answers telephone and acts as office receptionist, giving out information of a routine nature.

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 a reasonable rate of speed; Ability to type at a reasonable rate of speed; Ability to get along well with others; Ability to write legibly; Clerical aptitude, Neatness of appearance; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma including or supplemented by courses in shorthand and typing; OR
- B. Two years of employment which incorporates use of shorthand and typing; OR
- C. An equivalent combination of training and experience as indicated in (A) and (B) above.

Revised 11/8/96