

Department: In all Civil Divisions
Classification: Competitive
Grade: 6

SPEC DISK F1
DOCUMENT 53

STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing clerical duties and standardized clerical tasks involving the full-time or substantial part-time taking and transcribing of dictation and operation of a typewriter. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking clerical or administrative employee. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Takes and transcribes dictation of letters, memorandums, 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 monies 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 mimeograph, photocopy, computing, calculating and other office machines;
Makes entries on control cards or in ledger from original sources;
Makes arithmetical computations, compiles and types simple statistical reports;
Cuts and proofreads stencils.

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 an acceptable rate of speed; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; 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, the successful completion of a stenography and typing course; or
- (b) Two years of experience in stenography and typing; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

