

STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS:

This position provides secretarial and clerical support work requiring the services of a qualified stenographer and keyboardist. While the specific duties vary with the needs of the office, the incumbent provides a range of routine clerical services such as filing, photocopying, faxing, maintaining office supplies, sorting and distributing mail and other similar activities. While initially, assignments are limited in scope, employees eventually will be assigned duties of increasing difficulty. Work is performed under direct supervision and detailed instructions are given for new or difficult tasks. Supervision of others is not normally a function of this class.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Takes and transcribes dictation of letters, memoranda, reports and other material;
2. Performs skilled keyboarding to produce correspondence, reports, tables, charts, and to maintain large databases;
3. Gathers, extracts and copies information for use by technical and professional staff;
4. Files correspondence, memoranda, reports, and other materials in record system in accordance with departmental guidelines; pulls records for use by staff or disposition to storage or destruction;
5. Reviews records and documents for completeness, compliance with departmental standards and for accuracy;
6. Indexes materials and performs simple record-keeping tasks;
7. Performs a variety of clerical support work based on unit needs including logging records, photocopying, faxing, maintaining office supplies, processing bulk mailings and similar activities;
8. Receives calls and callers and gives out routine information;
9. May enter data into terminal from forms and printed copy.
10. May maintain records of time and benefit usage, employee certification and training.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of business English necessary to recognize and correct common errors in correspondence, records, and reports;

Knowledge of arithmetic to verify calculations and report on work activities;

Knowledge of record keeping necessary to organize data from several sources, scheduling, and for maintaining a record system using running balances;

Skill in operating office automation equipment sufficient to produce work accurately and efficiently;

Skill in taking dictation to produce an accurate written facsimile and/or an accurate account of meetings;

Ability to operate a keyboard at not less than 35 words per minute;

Ability to take dictation at not less than 80 words per minute;

Ability to learn software packages for word processing to produce a variety of information;

Ability to understand and follow oral and written directions;

Ability to learn and work within departmental procedures and guidelines;

Ability to provide basic information and direction to the public;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

STENOGRAPHER (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT:

Candidates must indicate stenographic and keyboarding ability; i.e., courses in stenography and typing or skilled stenographic and keyboarding work experience.

NOTE: A performance test in stenography and keyboarding will be required.

CL1413

REVISED: 03/01/76 06/02/86 01/12/95 09/14/78 01/31/91
04/15/02