

STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of routine nature and involves the performance of standardized clerical tasks and the full-time or substantial part-time taking and transcribing of 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. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- 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 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, photostat, 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;
- 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; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Either (A) Graduation from high school including or supplemented by courses in Stenography and typing;

Or (B) Two years clerical experience;

Or (C) Any equivalent combination of experience and training.

NOTE: Candidates must possess verifiable training and/or experience in typing and shorthand to qualify to take this examination.

SPECIAL NOTE: Applicants seeking employment in this position may be required to provide verifiable training and experience in the operation of word processing equipment to receive an appointment to a position where such skills are a prerequisite to the satisfactory performance of the work.

Competitive Class (FT)

Non-Competitive Class (PT)

Amended 05/26/92 CSC action