

Jurisdictional Class: Competitive; Non-Competitive when Part Time

Adopted: December 4, 1987

Revised: January 26, 2015

STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is primarily routine clerical work involving full-time or substantial part-time typing and the taking and transcribing of dictation. Work is performed under supervision on standard assignments and in accordance with defined procedures. Supervision is available for consultation on unusual problems and for instructions on new or difficult assignments. Alertness and willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for an incumbent in this title. Excepting the ability to take dictation, this class is equivalent to that of Typist. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Takes and transcribes dictation of letters, memoranda, reports, and other material;
Types materials from copy, rough draft, dictation machine cylinders, and other detailed instructions;
Prepares and types correspondence, documents, forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, reports, index cards, time cards, and similar materials;
Acts as secretary to an official where assignments are limited in scope;
Schedules meetings and appointments;
Types, issues, and records applications, licenses, and permits;
Pulls materials from files, makes simple file searches, and maintains charge-out records;
Collects fees and accounts for money received;
Prepares and types records and reports and checks for clerical accuracy, completeness, and proper extensions;
Types and maintains time records and payroll data;
Operates typewriter, computers, copying machines, fax machines, scanners, laminators, calculators, and other office equipment and performs routine equipment maintenance tasks or may arrange for maintenance of such machines;
Makes entries on control cards or in ledger from original sources;
Makes arithmetical computations, compiles and types simple statistical reports;
May order office supplies and maintain inventory of supplies and equipment;
May act as receptionist and telephone console operator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of modern office terminology, procedures, and equipment;
Working knowledge of business arithmetic and English;
Ability to take and transcribe dictation at an accurate rate of speed;
Ability to type and operate a personal computer and utilize common office software programs including word processing, spreadsheet, and databases accurately at an acceptable rate of speed;
Ability to set up, store, and retrieve appropriate forms, charts, and other tabular listings;
Ability to understand and follow oral and written instructions;
Ability to get along well with others;
Ability to write legibly;
Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma including or supplemented by courses in stenography or speedwriting and proof of typing ability*.

*Proof of typing ability: Experience or a course in typing, computer, or data entry within the last five (5) years, or an acceptable typing waiver held within the last five (5) years showing ability to type at 35 wpm.

NOTE: Clerical office experience which included stenography or speedwriting may be substituted on a year-for-year basis for high school study but you must still possess proof of typing ability as indicated above.