

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.

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 KNOWLEDGES, SKILLS, ABILITIES & 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.

MINIMUM QUALIFICATIONS: Graduation from high school including or supplemented by course in stenography and typing; or any equivalent combination of experience and training.