

## STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: Initially the work consists of the performance of standardized stenographic and clerical tasks. As an employee becomes proficient in the work more difficult tasks are assigned requiring application of standard procedure to specific assignments. Work is reviewed by immediate observation, by checking completed work, or by another step in the clerical process. Supervision may be exercised over the work of clerical assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Takes and transcribes dictation of letters, memoranda, reports and other materials;  
Types letters, memoranda, catalogue cards, schedules, payrolls and reports from clear copy or rough draft;  
Types material from a dictaphone machine;  
Attends meetings, conferences and hearings and records proceedings;  
Sorts, indexes and files letters, reports, invoices, ledger cards, catalogues and other materials;  
Acts as a receptionist, takes messages, makes appointments and provides routine information;  
Makes arithmetic computations, compiles and types routine financial and statistical reports;  
May operate work processing equipment;  
Operates a variety of standard office machines;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, 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 a satisfactory rate of speed; ability to follow oral and written directions; ability to meet and deal with the public effectively; clerical aptitude; mental alertness; neat appearance; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma; or
- b) Two years of clerical experience including experience or training in stenography; or
- c) An equivalent combination of experience and training as indicated in a) or b) above.