

SUPERVISING LEGAL STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for supervising the work of the clerical staff in the District Attorney's Office. Work is performed under the direct supervision of the District Attorney with some latitude for the exercise of independent judgment in scheduling work assignments. The incumbent is also required to perform stenographic and clerical duties of a complex legal nature. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the work of all clerical staff in the District Attorney's Office;
Supervises the scheduling of court calendars;
Supervises and prepares cases for submission to the Grand Jury;
Prepares and supervises the preparation of subpoenas, waivers of immunity, indictments and laboratory reports;
May dictate routine correspondence; Reviews and routes all in-coming mail for proper distribution.
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 & PERSONAL CHARACTERISTICS: Thorough knowledge of legal terminology and legal forms; working knowledge of legal proceedings; thorough knowledge of general office terminology, procedures and equipment; good knowledge of the principles and practices of supervision; skill in taking and transcribing legal dictation at an acceptable rate of speed; ability to follow complex oral and written instructions; ability to supervise the work of others; ability to prepare reports; initiative; resourcefulness; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) High school graduation or possession of a comparable diploma, and three (3) years of experience in the taking and transcribing of legal dictation; or
- b) Completion of courses in typing and stenography and four (4) years of experience in the taking and transcribing of legal dictation; or
- c) An equivalent combination of training and experience as indicated in a) and b).