

CLASS TITLE: CLERK STENOGRAPHER

Class Code: 02441200
Pay Grade: 08A
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To take simple dictation and transcribe the notes on a typewriter; to perform simple routine repetitive clerical and typing work; and to do related work as required.

SUPERVISION RECEIVED: Individual tasks are assigned with detailed and specific instructions given as to the manner of performance; work is carefully checked in process and upon completion.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To take simple dictation and transcribe letters, reports, statements, memoranda, and other material.

To type routine material not requiring the application of individual judgement, such as requisitions, warrants, payroll lists, licenses, time cards, address and reference cards, and related form material.

To type copies from longhand drafts and rough copies of statements, correspondence, file cards and related material not requiring judgement concerning layout and presentation of information or data.

To cut stencils.

To perform simple clerical work which involves a fixed routine, can be readily learned, and requires little independent judgement.

To file records and reports, numerically and alphabetically.

To secure information from specified sources and furnish it to the public or other employees.

To answer a telephone.

To post information from source material to simple forms and registers.

To examine reports and records for accuracy and completeness of routine, easily verified information.

To receive, sort, classify, stamp, and distribute incoming mail and to see that outgoing correspondence is picked up or mailed for delivery.

To staple and assemble material for distribution.

To perform messenger work as a part of other duties.

Occasionally, to operate other office appliances not requiring the services of a qualified operator.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of general office practices, commercial arithmetic, and business English; the ability to take dictation involving few unusual and technical terms*; the ability to type from plain copy at a working rate of speed; a familiarity with methods and procedures of filing; and related capacities and abilities.

EDUCATION: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in stenography and typing.

***NOTE:** 80 WPM-3 minutes-92% accuracy

Class Revised: May 24, 1987

Editorial Review: 3/15/03