

STENOGRAPHIC CLERK (T)

DEFINITION

Duties include varied clerical assignments of average difficulty including the taking of shorthand notes from dictation and their accurate transcription.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Takes shorthand notes from dictation and transcribes them on a typewriter; composes letters from marginal notes and from oral or written instructions; maintains files and indexes; may give information over the counter or by telephone in answering inquiries; cuts stencils; proofreads; operates standard office machines; may perform a variety of clerical work involving initiative and independent judgment; may take minutes of department meetings; maintains office supplies; performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

Employees assigned to this class are expected to take and transcribe shorthand and type at a prescribe rate of speed and also perform a variety of clerical tasks. Clerical assignments generally are performed in accordance with established procedures and which can be learned by training on the job. After employees become familiar with routines, they are expected to work with considerable independence. Work frequently involves public contact.

RECOMMENDED BASIC QUALIFICATIONS

Experience and education equivalent to one year of stenographic and clerical work and graduation from high school. Must meet stipulated shorthand and typing speed requirements.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: modern office methods and procedures; business letter writing and business form.

Ability to: perform varied clerical tasks of average difficulty; ability to carry out oral and written instructions; spell correctly and use good English.

Skill in: the taking of dictation by shorthand or stenotype machine and in the operation of a typewriter; establish and maintain satisfactory working relationships with other employees and the public.