

LEGAL STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is important stenographic and clerical work involving responsibility for independently performing many of the minor administrative details and routine affairs of a legal office. An employee in this class assists in the preparation of all matters prosecuted in Superior Court including preparation of subpoenas, indictments, prosecutor's information and other legal documents; and, frequently transcribes important or confidential dictation. Within carefully established guidelines, employees may provide information regarding departmental policies and practices. Work is performed under the general supervision of a superior with detailed instructions received only where work policies have not been previously determined. Supervision over the work of others is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Records and transcribes dictation of a legal nature;

Prepares, types and edits all Appellate briefs;

Maintains calendar for superior and arranges appointments and conferences;

Composes routine letters and memoranda;

Responds to requests for forms and materials by assembling and distributing requested information on own initiative;

Gathers and arranges data for monthly reports;

Maintains a variety of records and files;

Relieves superior of many office details;

Types, files and records legal documents, court dockets and other legal papers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of legal terminology; good knowledge of general office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to handle routine administrative details independently; ability to maintain a high degree of confidentiality; ability to type and take dictation at an acceptable rate of speed; ability to understand and carry with others; physical condition commensurate with the demand out moderately difficult oral and written directions; tact and courtesy in dealings of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school, or possession of a high school equivalency diploma, and two (2) years of full-time paid, or its' part-time equivalent, experience involving stenographic duties in a law office or similar setting; **OR**
- B. Four (4) years of full-time paid, or its' part-time equivalent, experience involving stenographic duties in a law office or similar setting.

ULSTER COUNTY
3950 LGL STENO
Classification: Competitive
Grade: 10
Union: CSEA

Revised: January 12, 1999