

STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of routine clerical tasks. A significant portion of the work involves typing and the taking and transcribing of dictation. The work is carried out in accordance with established procedures and involves entry level office duties which provide support to the function of a municipal department or agency. The class differs from that of Typist in that Typist does not perform significant stenographic duties. Depending on assignment, work is performed under the general or direct supervision of a higher level employee. Detailed instructions are given for new or difficult assignments. Work is checked by observation and periodic review. Supervision over the work of others is not normally a responsibility of the 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.

Takes and transcribes dictation of letters, memoranda, reports and other materials;

Types forms, letters, payrolls, bills, vouchers, records, catalog cards, reports, statistical reports, index cards, envelopes and similar materials;

May utilize electronic data processing equipment in the course of carrying out various clerical duties;

May transcribe Dictaphone cylinders and long hand copy;

May act as secretary to an official where assignments are limited in scope;

Acts as receptionist, directing callers to the proper person or office and provides information of a routine nature;

Answers telephone, takes messages and makes appointments;

Sorts correspondence, vouchers and similar materials;

Files correspondence, memoranda, reports and other materials;

Operates a photocopy machine, adding machine or other office machines;

Maintains records and prepares simple reports;

Collects money and accounts for monies received;

Makes and checks routine arithmetic computations;

Pastes book plates, pockets and date slips in books;

Indexes materials;

Assists in taking inventories and may maintain inventory records;

When employed by a School District:

May occasionally assist in supervising recreation, lunch periods, study halls, etc.

May occasionally assist teaching or other professional staff by providing limited assistance to students.

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 type from clear copy or rough draft at an acceptable rate of speed; demonstrated ability to take and transcribe dictation at an acceptable rate of speed; ability to understand and follow oral and written directions; ability to exercise good judgment in communicating with others; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Successful completion of the eighth grade in school; or its' equivalent.

Note: The above qualifications must include or be supplemented by a course in stenography, shorthand or speed writing OR work experience that included the taking and transcribing of dictation.

ULSTER COUNTY
6950 STENO
Classification: Competitive
6951 STENO PT
Classification: Non-Competitive
Grade: 4
Union: CSEA

Revised: January 20, 1984
Revised: July 17, 1990
Revised: May 26, 1993
Revised: January 19, 2005