

STENOGRAPHER

GENERAL STATEMENT OF DUTIES: Performs a full range of routine tasks and activities concerned with taking and transcribing dictation, including a wide variety of related clerical tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this position records orally dictated material and, using computer software, transcribes the material into various formats such as correspondence, records, rights, tables and summaries. Various routine clerical tasks related to the stenographic function and/or departmental assignment such as filing, sorting, answering phone, etc., are also performed. This is the entry level class in the stenographic series and requires accuracy of transcription and the ability to perform a variety of routine clerical tasks. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Takes dictation and transcribes the notes using computer software to produce letters, memoranda, reports, and summaries, some of which may include technical terms;

Types letters, reports and other material from other written sources, both in clear or rough draft form;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Handles simple routine correspondence from oral direction or written instruction;

Maintains simple records and files such as mailing lists, legal documents, applications, reports, records, forms, etc.;

Gives routine information to inquiries either in person or over the telephone;

Operates a variety of simple office machines, such as photocopy machine, adding machine, fax machine, etc.;

May receive visitors, ascertain their business and direct them to appropriate staff;

Reads incoming mail, assembles files, and other materials to facilitate reply by superior;

May type bills and vouchers; receive and record payments and fees, if required by assignment;

Sorts, indexes, and files material;

May operate a switchboard or call director;

Occasionally takes and transcribes notes on hearings, proceedings, or meetings.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of office procedures and terminology; ability to take dictation at not less than 80 words per minute; ability to manipulate a standard alphanumeric keyboard at a speed of not less than 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to do accurate and neat work with careful attention to details; ability to understand and carry out oral and written instructions; skill in setting up and arranging typed material in an attractive form; good judgment in matters concerning office behavior and in the application of standard instructions to routine matters; tact and courtesy in dealing with the public and fellow employees; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.