

CLERK STENOGRAPHER I-II

DEFINITION

Under supervision, to perform varied and increasingly responsible clerical and keying duties; to take and transcribe dictation; and to do related work as required. Work methods in this classification normally follow standard practices, but independent judgment or specific instructions may be required in applying procedures and precedents to unusual cases. Incorrect decisions are usually discovered before serious consequences result. Keying is normally from standard source documents where knowledge of complex layouts and designs is not usually required. Employees in this class may have a great deal of contact with the public and employees of other units in seeking and giving out information where general knowledge of departmental policy and procedures is required. Typically there is no formal direct line supervision over others although employees at this level may assist in training new employees and monitoring and assigning work to others performing similar work.

EXAMPLES OF DUTIES

Keys reports, correspondence, bills, vouchers, dockets, receipts, schedules, minutes, requisitions, notices, and statistical data; takes and transcribes dictation; reproduces multiple copies of work; checks and tabulates statistical and financial data, issues licenses and permits, and writes receipts for fees; classifies and posts information; accepts applications; does filing and searching; checks books and other materials in and out; transcribes dictating machine records; stores and issues supplies; greets visitors and the general public, answering inquiries or referring to the proper official; makes appointments and travel arrangements; audits, balances, and checks payrolls, purchase orders, and claims; compiles figures on expenditures; maintains simple inventory records; keys routine narratives, charts, and tables; maintains files; may operate a switchboard in conjunction with receptionist duties; gathers information on a variety of subjects and compiles routine financial, statistical, activity, and legal reports; may train and assign work to other employees performing clerical tasks; may operate data entry machines, electronic memory typewriters, and/or word processing equipment.

EMPLOYMENT STANDARDS

Education and Experience: Must have any combination of training and experience sufficient to demonstrate that the required knowledges and abilities have been acquired.

Knowledges and Abilities: Knowledge of modern office procedures and practices; ability to spell and to use correct grammar; ability to make arithmetic calculations with speed and accuracy; ability to operate standard office machines including word processors; ability to establish and maintain effective relationships with the public; ability to type neatly and accurately at a net rate of 40 words per minute; ability to take dictation at a net rate of 80 words per minute.