

# CLERK STENOGRAPHER III

## DEFINITION

Under supervision, this is an advanced level classification in which incumbents perform increasingly varied and responsible clerical and keying duties, take and transcribe dictation, and perform related work as required. Work methods in this classification normally require a considerable degree of independent judgment in interpreting, applying and revising procedures and precedents to a variety of situations. Incorrect decisions may have serious consequences. Keying may be from standard source documents, but often is from a variety of rough drafts and/or multiple sources where knowledge of complex layouts and designs is 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 specific and detailed knowledge of departmental policy and procedures is required. A general knowledge of other departments and their record keeping systems is usually required. There is no formal direct line supervision over others but employees at this level normally assist in training, monitoring and assigning work to others.

## EXAMPLES OF DUTIES

Keys complex reports, correspondence, bills, vouchers, dockets, receipts, schedules, narratives, charts, tables, minutes, requisitions, notices, and statistical data; takes and transcribes dictation; reproduces multiple copies of work; collects, checks, tabulates and formats statistical and financial data; issues licenses and permits, and writes receipts for fees; classifies and posts a variety of information; accepts applications; 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 inventory records; maintains complex files; gathers information on a variety of subjects and compiles complicated financial, statistical, activity, and legal reports; may train, assign, and monitor the work of other employees performing clerical tasks; may operate data entry machines, electronic memory typewriters, and/or word processing equipment.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to graduation from high school and two years of increasing varied and complex clerical, dictation, and typing or keying experience.

Knowledge 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 gather and organize information from a variety of sources; ability to evaluate and devise work methods to improve efficiency or meet new requirements; ability to interpret complex guidelines; ability to operate standard office machines including word processing equipment; ability to establish and maintain effective relationships with the public; ability to type neatly and accurately at a net rate of 50 words per minute; ability to take dictation at a net speed of 80 words per minute.