

STENOGRAPHIC SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of a wide range of clerical tasks and the full-time or substantial part-time taking and transcribing of dictation. The class is distinguished from that of a Stenographic Secretary who performs more difficult and complex clerical tasks. Specific duties vary with the needs of the department. Positions in this class are supervised by personal observation and review of work in progress or upon completion.

Supervisory assistance is available with instructions given for new or unusual assignments and procedures. A Stenographic Specialist has no supervisory responsibilities but may assist the supervisor in the on-the-job training of a new employee in a specific clerical task. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

Receives and organizes work to be typed, determining document format;

Types correspondence, documents, records and other written material in final or draft form using handwritten, roughdrafts, marked copy, stenographic notes, oral recordings or data from various equipment as the source material;

Uses data entry terminal keyboard and a visual screen to enter and retrieve pertinent data from computer files;

Answers the telephone and addresses inquiries regarding agency programs, services or takes messages and transfers calls;

Reviews documents and processes for accuracy, completeness and conformity with established procedures;

Sorts, date stamps and distributes mail and packages;

Performs routine office equipment maintenance tasks;

Serves as receptionist and greets clients and/or visitors;

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;

Prepares data for statistical computations;

Classifies files by subject with cross references;

Schedules meetings and appointments;

May collect fees and account for monies received or prepare and maintain time records and payroll data;

May order office supplies and maintains inventory of supplies and equipment;

May prepare standard written responses on matters related to specific agency programs;

May monitor agency record keeping system for proper maintenance (both manual and computerized);

Operates calculator, computer terminal, typewriter and other related office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
Ability to take and transcribe dictation at an acceptable rate of speed;
Ability to set up appropriate forms, charts and other tabular listings;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to understand and follow oral and written instructions;
Ability to maintain neat and legible records;
Ability to communicate effectively, both orally and in writing;
Accuracy;
Good judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None