

CLERK STENOGRAPHER III

NATURE OF WORK IN THIS CLASS:

This is complex and varied stenographic and clerical work.

Stenographic and typing work performed involves complex correspondence, reports, minutes of meetings and technical or other specialized materials involving professional/technical, legal or medical terminology.

Employees in this class are responsible for the review and correction of punctuation, capitalization, spelling, grammar and format of the material transcribed and for the proper placement or arrangement of all typed materials.

Transcriptions of proceedings are generally summarized.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Takes and transcribes dictation of correspondence, articles, reports, and technical or other specialized materials involving professional/technical, legal or medical terminology; takes shorthand notes of meetings or proceedings, conferences and statements and transcribes for supervisor's review.

Composes and types routine correspondence involving basic or general or general information; types or cuts stencils for a variety of reports from copy, dictation, or dictating equipment.

Compiles and types reports and summaries based on a variety of records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of business English, spelling, punctuation and grammar.

Knowledge of standard office practices and procedures.

Ability to organize and type reports, correspondence and other complex material in appropriate format and style, and to make moderately involved changes.

Ability to learn and apply organizational and procedural guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

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Ability to learn and operate standard office machines and equipment.

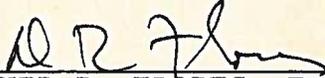
Skill in taking and transcribing a variety of oral dictations, and in typing accurately at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of experience in stenographic and office clerical work, and completion of courses in business English, advance shorthand and typing and office practice; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission