

CLERK STENOGRAPHER II

NATURE OF WORK IN THIS CLASS:

This is moderately complex stenographic and clerical work.

Stenographic and typing work performed involves moderately complex correspondence reports, and other materials. Dictated material or proceedings are generally transcribed verbatim.

Employees in this class determine the proper formats for letters, set up reports including statistical and tabular material, and make moderately involved insertions and corrections to typed material according to instructions.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Takes and transcribes reports, letters, summaries, minutes, and other moderately lengthy or involved material; types a variety of narrative material including those requiring tabular material and insertions and corrections.

Takes minutes of staff meetings where the proceedings are short, or may paraphrase the proceedings without having to summarize extensively.

Maintains office records and processes a variety of forms.

Files a variety of correspondence and documents according to predetermined classifications.

Assists in the compilation of material, reports and summaries.

Inventories office supplies, materials and equipment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of common English, spelling, punctuation, and grammar.

Knowledge of basic office practices and procedures.

Ability to take and transcribe oral dictation pertaining to standard business matters, and in typing accurately at a prescribed rate of speed.

Ability to learn moderately complex clerical tasks readily and to adhere to prescribed procedures.

Ability to work effectively with the public and employees.

Ability to understand and follow moderately complex oral and written instructions.

Ability to learn to operate standard office machines and equipment.

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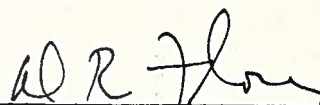
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MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience in stenographic and office clerical work and completion of courses in intermediate shorthand and typing; 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