

## CLERK STENOGRAPHER I

NATURE OF WORK IN THIS CLASS:

This is routine stenographic and clerical work.

Stenographic duties are simple and performed in accordance with detailed instructions or in accordance with specific guidelines. Work is reviewed for conformance with dictated material. The stenographer may stop the person dictating for clarification almost at any time; spelling, punctuation, and paragraphing are specified for all but the most routine usage.

Employees in this class perform routine office work which follows prescribed and well-established procedures, is of limited complexity, and which can be learned by on-the-job training within a few days.

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 simple correspondence, summaries, memoranda, and other brief or routine notes; types short articles, reports, letters, forms, and other materials of standard format from copy and rough draft.

Acts as receptionist; answers inquiries for routine information; receives telephone calls and routes them to proper personnel.

Assists in the maintenance, filing, and tabulation of various records.

Picks up and distributes mail or other material.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of common spelling, punctuation, and grammar.

Ability to take and transcribe oral dictation in shorthand or speedwriting and in typing accurately at a prescribed rate of speed.

Ability to learn office practices and procedures.

Ability to learn routine clerical tasks readily, and adhere to prescribed procedures.

Ability to understand and follow routine oral and written instructions

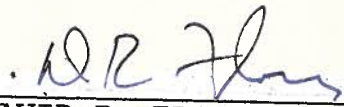
Ability to work effectively with employees and the public.

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MINIMUM EXPERIENCE AND TRAINING:

- a) Completion of basic shorthand or speedwriting and typing courses; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Established: July 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission