

INTERMEDIATE STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position is responsible for recording orally dictated material, and using a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard, transcribing the material into various formats such as correspondence, documents, records, reports, tables, and other material using prescribed guidelines and demands for speed and accuracy. Various routine clerical tasks are also performed, usually but not necessarily incidental to the typing and stenographic assignments, such as filing, sorting, and answering telephones. Although familiarity with specialized vocabulary may be necessary due to departmental specialization, the incumbent's primary responsibility is limited to verbatim duplication of dictated or written source material with attention to correct usage. Comprehension of the text is not required. Incumbent may be required to suggest alternative arrangements of format of the material to be typed. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Records oral dictation and transcribes the notes using a variety of machines with standard typewriter keyboard to produce correspondence, documents, records, reports, and other material;

Types material from other written sources, both in clear or in rough draft form;

Proofreads typewritten and recorded material to identify grammatical, spelling, or typewritten errors and to make necessary corrections;

May operate dictating machines and manipulate tapes and belts in order to obtain source material for typing;

May operate a variety of automated typing equipment, including word processors;

May operate simple office machines such as adding machines, duplicating machines, etc.;

Performs routine maintenance tasks on office equipment such as changing typewriter ribbons, cleaning parts, adding paper to photo-copying machine, etc.;

Maintains simple records and files in alphabetic or chronological order;

May receive visitors, ascertain their business and within the framework of specific instructions, direct them to appropriate staff member of office;

Receives incoming mail, opens, dates it and distributes it to appropriate staff member;

May requisition or maintain office supplies in accordance with established procedures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of proper grammatical usage, punctuation and spelling; familiarity with office terminology, procedures and equipment; ability to take dictation by means of shorthand or speed-writing at a rate of 80 words per minute; ability to manipulate a typewriter at a minimum of 35 words per minute; ability to identify and correct spelling errors; ability to follow written and oral instructions; ability to get along well with others; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) six months of stenographic and typing experience; or (b) completion of a one year secretarial course* at a recognized secretarial or business school; or (c) six months of work experience or equivalent post high school education supplemented by a secretarial course of a minimum of twelve weeks duration; or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) through (c).

*SPECIAL NOTE: Education beyond secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.