

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: 8/10/95

LEGAL STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: Takes and transcribes varied legal dictation and executes clerical procedures. Works under assigned supervisor who assigns stenographic duties and observes conformance with established policy. Employee in this class performs legal stenography duties which require a high degree of skill and accuracy. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Takes shorthand dictation of correspondence, reports, and other matters and transcribes dictated material;
2. Prepares, as directed by assigned attorneys, varied legal documents and forms covering legal activities by applying clerical procedures of typing, filing, and sorting required for the preparation of legal papers;
3. Answers telephone and personal inquiries pertaining to assigned legal matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment including work processing and dictating equipment; good knowledge of legal terminology and of the proper form and content of legal documents; ability to understand and follow complex oral and written instructions; ability to take and transcribe legal dictation at **80** words per minute, and type at **35** words per minute; accuracy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma:

AND: 1. An Associate Degree, or an AOS, or completion of a course in secretarial science from a New York State registered college, university or business school and one (1) year of full-time experience using stenographic skills in a legal office setting;

OR: 2. Three (3) years of full-time paid experience using stenographic skills in a legal office setting.