

**DEPARTMENT:** NIAGARA COUNTY  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 24, 2001

**STENOGRAPHER \***

**DISTINGUISHING FEATURES OF THE CLASS:** Performs routine stenographic, typing, and clerical work involving the performance of clerical tasks in accordance with standard procedures and policies. Although detailed instructions are given for new or difficult assignments and tasks are rather definitely fixed, employees must occasionally exercise independent judgment in completing some tasks. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by another step in the clerical process. Excepting the ability to take dictation and perform stenographic duties, this class is equivalent to that of Clerical I. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Takes dictation and transcribes letters, memoranda, reports, meeting minutes and other materials;
2. Sorts, indexes and files correspondence, invoices, requisitions, charts, reports and other office records;
3. Types forms, correspondence, vouchers, records, reports, meeting minutes and other documents from clear copy or rough draft using computer keyboard and/or typewriter when necessary;
4. Answers telephone, re-directs phone calls, provides routine information and acts as a receptionist when necessary;
5. Retrieves material from files and maintains charge-out records;
6. Prepares simple reports and assists in the preparation of more complex reports
7. Collects funds and accounts for monies received;
8. Maintains routine office records including employee time and attendance records;
9. Performs arithmetical computations;
10. May assist in taking, maintaining and/or re-stocking office inventories;
11. Operates standard office equipment;
12. Acts as secretary to an official where assignments are limited in scope.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of business arithmetic and English; working knowledge of office terminology, procedures, and equipment; ability to take and transcribe dictation at a reasonable rate of speed; ability to type from clear copy, rough draft, or dictating machine at a reasonable rate of speed; ability to understand and follow verbal and written directions; ability to get along well with others and interact effectively with the public; ability to maintain confidentiality; ability to write legibly; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENT:**

Candidates must be able to type at the rate of thirty-five (35) words per minute and take dictation at the rate of eighty (80) words per minute.

\*This title was created to consolidate the titles of Legal Stenographer and Stenographer.