

## Clerk Stenographer II

---

### **DEFINITION**

This is clerical work of limited complexity which involves taking and transcribing oral dictation.

Employees of this class perform varied stenographic and clerical tasks according to established policies and procedures. Although the taking and transcribing of dictation is an essential function, the volume of stenographic work may vary considerably among positions.

Work of this class is distinguished from Clerk Stenographer I by the increased difficulty and responsibility of assignments and by the greater independence of action in carrying work to completion. In many positions employees act as secretaries to senior departmental officials and consequently must exercise judgement in dealing with the public. Responsibilities may include reviewing the work of others or assisting them with difficulties. Work is evaluated for accuracy and adherence to established standards of performance.

### **TYPICAL DUTIES\***

[Click here and provide a listing of typical duties for the position.]

### **KNOWLEDGE, ABILITIES AND SKILLS**

[Click here and provide a description of the knowledge, abilities and skills required for this position.]

---

**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Completion of the twelfth (12th) school grade including business subjects with emphasis on shorthand and transcription, or completion of the certificate program in stenography from an approved business school/college and a minimum of two (2) year's diversified experience in oral dictation and transcription and general office procedures including assisting in the instruction of less experienced staff.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

---

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0298		0299	
Last Updated:	1981-04			
Previous Updates:	1972-10			
Originated:	1971-03			