

CLERK STENOGRAPHER**NATURE OF WORK**

This is clerical work of some complexity and variety, including word processing.

Employees in this class perform routine office work which follows well established procedures and methods. Detailed instructions and close supervision are received at the beginning of work and on new assignments, but regular routine assignments may be performed more independently and some initiative may be exercised as experience is gained. Word processing assignments include manuscripts, examinations, technical and financial reports, forms, letters, and records. The taking and transcribing of oral dictation may be required in specific assignments. Work is performed under moderately close supervision and is usually reviewed for content and accuracy.

ILLUSTRATIVE EXAMPLES OF WORK

From rough draft, dictating machine, or detailed instructions, types and proof reads manuscripts, examinations, forms, letters, reports, cheques, and other materials using word processing equipment.

Sorts, checks for accuracy, processes, and files telephone bills, purchase orders, personnel actions, and other documents in accordance with an established system.

Enters to various clerical, fiscal, and other records according to standard procedures; prepares routine reports according to established procedures and format.

Attends a counter or reception desk and conducts general routine transactions.

Receives, screens and routes incoming telephone calls; supplies routine information.

Operates office equipment such as duplicators, calculators, and adding machines; arranges for duplicating at Financial and Administrative Services.

Processes invoices; types and assembles bids; codes and lists purchase requests.

Receives, sorts, and opens mail; signs for registered mail.

Assists in processing payroll; sends out time sheets; processes appointment and terminations.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in word processing and general clerical work; graduation from high school, including or supplemented by courses in business education and word processing; or any equivalent combination of experience and training which provides the following knowledges, abilities, and skills:

Knowledge of efficient operation and care of a personal computer, including word processing, Microsoft Office, and other standard office software.

Some knowledge of business English, spelling, and numeracy.

Some knowledge of modern office practices and procedures.

Some knowledge of accounting.

Ability to understand and follow oral and written instructions.

Ability to use word processing software and prepare materials rapidly and accurately from dictating machine, copy, and rough draft.

Ability to make routine computations and tabulations with speed and accuracy.

Ability to take and transcribe oral dictation with speed and accuracy if required in the specific assignment.

Ability to operate common office machines.

Ability to deal tactfully with the public.

Skill in the use of a personal computer.

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