

## JUNIOR STENOGRAPHER

GENERAL STATEMENT OF DUTIES: Takes dictation and transcribes the notes on a typewriter, performs simple routine clerical work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision is responsible for taking dictation, typing and miscellaneous simple clerical duties. This position is for seasonal use only.

### EXAMPLES OF WORK: (Illustrative Only)

Takes dictation and transcribes the notes of letters, memoranda, reports, etc;

Types letters, memoranda, and other material from clear copy or from rough draft; checks for accuracy;

Types form letters, reports, tables, schedules, and index cards;

Types material from a transcription machine;

Proofreads typewritten material;

Sort letters and files material alphabetically and numerically;

Serves as a receptionist and/or switchboard operator on occasion or in a relief capacity;

Operates simple office machines, such as adding machines, duplicating machines.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with office terminology, procedure, and equipment; good knowledge of business English; ability to take dictation at a rate of 75 words per minute and type the notes at not less than 20 words per minute; mental alertness; tact; courtesy; neat appearance; cooperativeness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None

Towns & Villages

City of Rye

J. C.: Non Competitive (for Seasonal Use Only)

Job Class Code: 0178