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NASSAU COUNTY**Title : STENOGRAPHER, BILINGUAL
(SPANISH)****SCHOOL DISTRICTS
CLASS SPECIFICATION****Code : 010165 AIF
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Competitive****GENERAL STATEMENT OF DUTIES**

Takes and transcribes routine dictation, and performs clerical work in carrying out a variety of assignments. May act as secretary to an administrator where assignments are limited in scope; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties are primarily of routine nature and involve the performance of standard stenographic and clerical tasks. Although detailed instructions are given for new or difficult assignments, employees must exercise limited judgment in applying them to specific cases. Work is reviewed by immediate observation, checking completed work, or periodic checks.

TYPICAL DUTIES

- * 1. Takes and transcribes dictation of letters, memoranda, reports, and other material.
- * 2. Types letters, reports, and other materials from clear copy or rough draft.
- * 3. Operates a computer keyboard to enter and retrieve data and/or to use a word processor.
- * 4. Answers routine correspondence.
- * 5. Proofreads applications, letters, and documents for accuracy and completeness.
- * 6. Sorts, indexes, searches for, maintains, and files material alphabetically and numerically.
- * 7. Summarizes data from records.
- * 8. Performs routine arithmetic computations.
- * 9. Acts as secretary to an administrator where assignments are limited in scope.
- * 10. Acts as receptionist or information clerk, gives routine information, and explains well-defined rules.
- * 11. Opens, sorts, and distributes mail.
- * 12. Operates standard office machines.
- * 13. Maintains office records of some variety and complexity, as required.
- * 14. Performs above-described duties in a foreign language in addition to English, as required.

TYPICAL ESSENTIAL FUNCTIONS*FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of English grammar, spelling, and arithmetic.
2. Knowledge of standard office practices, procedures, and equipment.
3. Ability to take and transcribe dictation of limited difficulty, dictated at a moderate

rate of speed.

4. Ability to type at a moderate rate of speed from copy of limited difficulty.
5. Ability to understand and follow oral and written directions.
6. Ability to maintain records.
7. Ability to comprehend a foreign language in addition to English, and to speak it fluently.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school.

NOTE: Satisfactory office clerical experience, which involved taking and transcribing dictation, may be substituted for high school education on a year-for-year basis, up to a maximum of two years.

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