OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Stenographer 1

NEW AUG 0 2 1987

MAJOR AGENCIES: County Offices, Universities

CODE: 12531C

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from administrative supervisor, takes dictation & transcribes materials, prepares typed copy from written copy, performs general clerical duties, files correspondence & materials & acts as receptionist; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	26-46	Takes dictation using speedwriting or shorthand & transcribes materials (e.g., correspondence, reports & forms) from speedwriting or shorthand notes.	Knowledge of (1) offices practices & procedures; skill in (2) typing, (3) shorthand or speedwriting, (4) operating dictating machine*; ability to (5) carryout instructions in written, oral or picture form, (6) transcribe dictation, make appointments & screen mail.
2	20-30	Prepares typed copy from written copy (e.g., reports, forms & correspondence).	Knowledge of 1; skill in 2; ability to 5.
3	17-27	Maintains statistics & prepares reports; opens, sorts & distributes mail; orders office supplies; reproduces documents.	Knowledge of 1; skill in (7) copier*; ability to 6, (8) deal with problems involving several variables in familiar context, (9) add, subtract, multiply & divide whole numbers, (10) gather, collate & classify information about data, people or things.
4	6-12	Files correspondence reports, forms & records & searches files for retrieval of material as needed.	Knowledge of 1; ability to 8, (11) sort items into categories according to established methods.
5	5-11	Serves as receiptionist; answers telephone; answers routine information requests.	Knowledge of 1; ability to 8, (12) answer routine telephone inquiries from public.

(65)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 36 weeks training at high school level or 3 courses at college level in speedwriting &/or shorthand (or 12 mos. exp.); 36 weeks training at high school level or 3 courses at college level in typing (or 12 mos. exp.); 1 course in office practices & procedures (or 1 mo. exp.); or equivalent(i.e., speedwriting or shorthand speed of 72 words per minute).

FORM ADM-4134

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