OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Stenographer 2

CODE: 12532

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Uni

FUNCTION: Under general supervision from administrative supervisor, takes dictation & transcribes materials of techn cal, confidential &/or sensitive nature (e.g., legal opinions, orders from hearings, results of psychological examination treatment plans &/or arrest reports), prepares typed copy from written copy, performs general clerical duties, acts as receptionist & files correspondence & materials;

-PERFORMS RELATED DUTIES AS REQU

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	20-40	Takes dictation & transcribes technical &/or confidential materials (e.g., legal opinions, orders from hearings, results of psychological examinations, treatment plans & arrest reports) from speedwriting or shorthand notes.	Knowledge of (1) office practices & prc cedures; skill in (2) shorthand or spee writing, (3) typing, (4) operating dict ting machine*; ability to (5) carry out instructions in written, oral or pictur form, (6) transcribe dictation, make appointments & screen mail.
2	20-40	Prepares typed copy from written copy (e.g., reports, forms & correspondence).	Knowledge of 1; skill in 3; ability to
3	18-28	Schedules appointments; processes incoming & outgoing mail; orders office supplies; makes travel arrangements; compiles reports & reproduces documents.	Knowledge of 1; skill in 3, (7) copies* ability to 6, (8) deal with problems involving several variables in familiar c text, (9) add, subtract, multiply & divide whole numbers, (10) gather, collate & classify information about data, peopl or things.
4	7-17	Serves as receptionist; answers telephone & answers routine information requests.	Knowledge of 1; ability to (8), (11) answer routine telephone inquiries from public.

(66)

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: 72 weeks training at high school level or 4 courses at college level in shorthand &/or speedwriting (or 2 yrs. exp.); 72 weeks training at high school level or 4 courses at college level in typing (or 2 yrs. exp.); 1 course in office practices & procedures (or 1 mo. exp.); or equivalent (i.e., speedwriting or shorthand speed of 78 words per minute).

FORM ADM-4134

CLASS TITLE: Stenographer 2

CODE: 12532C

OHIO
CLASSIFICATION
SPECIFICATION
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CLASS TITLE: Stenographer 2

NEW AUG 0 4 1987

MAJOR AGENCIES: County Offices, Universities

CODE: 12532C

JURISDICTION: Cnty., Univ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	3-13	Files correspondence, reports, forms & records & searches files for retrieval of materials as needed.	Knowledge of 1; skill in 3; ability to 8, 10, (12) maintain accurate records.

(67)

123:1-7-17

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

*Developed after employment

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Stenographer 2

CODE: 12532 C