

LEGAL STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work of a moderately difficult nature, involving the recording and transcription of dictated material, primarily of a legal nature, performed under supervision or established procedures. Stenography and typing may be an incidental or major portion of the work. Work direction may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes dictation, primarily of a legal nature and types from shorthand notes, copy, rough notes, etc.;

Composes and types replies to letters requesting routine information;

Completes routine legal forms;

Makes various reports which may require the collection of information;

Initiates contacts with outside offices or individuals by phone or mail;

Handles general office files and maintains a variety of office records;

Maintains law books and supplemental legal materials;

Answers telephone and provide appropriate answers to routine questions from telephone or personal inquiries;

May be responsible for the clerical routine of a small office;

May operate a variety of office machines in the performance of clerical work, such as photocopy, addressograph, calculator, data entry, word processing, microcomputer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English; good knowledge of office terminology and procedures; familiarity with law office terminology, procedures and forms; ability to type at a rate of forty words per minute*; ability to record dictation involving common legal terminology at a rate of ninety words per minute*; ability to understand and carry out moderately difficult oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience, one (1) year of which must have included legal office stenographic and clerical experience.

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. Post high school education may be substituted for the required experience on a one-for-one basis for a business or secretarial curriculum which included or was supplemented by a course in legal stenography, and for up to one (1) year of the required experience for any other curriculum.

*To be demonstrated during the probationary period.