

Class Title: Stenographic Reporter

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Transcribes criminal confessions and witness statements for court proceedings. Transcribes dictated investigator notes, 911 calls, and radio transmissions. Provides clerical support. Transcribes meeting minutes.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Transcribes statements and notes by recording on shorthand machine verbatim testimonies and transcripts and transcribing investigator's dictated notes.
2	S	Assists with administrative duties by receiving and distributing mail, typing reports, maintaining records, files and subpoena logs, answering telephone inquiries and resolving issues, processes financial data, and taking and typing meeting minutes.

CSC Adopted: October 2001; CSC Revised: July 2014; November 2016; March 2017

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year as a stenographer.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read reports, testimony, medical terminology and departmental directives.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence and various reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, lawyers, police officers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, mail/memo distribution
Sitting	C	Transcribing, computer, desk work, meetings, answering telephone, typing
Walking	F	Inter-office, to/from office equipment, mail/memo distribution
Lifting	O	Office supplies, steno machine, files, case folders, charts, cards, mail
Carrying	O	Office supplies, files, case folders, charts, cards
Pushing/Pulling	R	Chairs
Reaching	R	Office supplies, steno machine, files, case folders, charts, cards, mail
Handling	F	Office supplies, steno machine, files, case folders, charts, cards, mail
Fine Dexterity	C	Computer keyboard, steno machine, typewriter, writing
Kneeling	R	Access file cabinet drawers
Crouching	O	Access file cabinet drawers
Crawling	N	
Bending	R	Filing
Twisting	R	Filing
Climbing	R	Stairs
Balancing	R	Stairs, walking
Vision	C	Computer, desk work, transcribing, editing, proofreading, reading, writing, use of pager, conducting inventory
Hearing	C	Telephone, co-workers, staff, City personnel, vendors, meetings
Talking	F	Telephone, co-workers, staff, City personnel, vendors, meetings
Foot Controls	F	Dictaphone
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, steno machine, Standard Microsoft Windows and Office software, Advantage Financial System software (AFIN), Internet.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	M	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)