Minimum Qualification Specifications
for the Classes:

CLERK STENOGRAPHER ~~I,~~ II and III

Basic Education/Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had work experience of the kind and quality described below and in the amounts shown in the following table:

Class Title	Clerical-Stenographic Experience (Years)
~~Clerk Stenographer I~~	~~1/2~~
Clerk Stenographer II	1-1/2
Clerk Stenographer III	2-1/2*

Clerical-Stenographic Experience: Work experience which involved typing and taking and transcribing dictation manually or by machine shorthand. The experience must have also included performance of a variety of clerical tasks which demonstrate knowledge of English grammar; spelling; arithmetic; common office appliances and equipment and the ability to read and understand oral and written instructions; carry out procedures in clerical work systems; speak and write simply and directly; observe differences in copy and proofread words and numbers quickly and accurately; operate various kinds of office equipment.

Non-Qualifying Clerical Experience: Experience limited to the performance of simple and repetitious clerical work which primarily involved a short cycle of tasks and manual dexterity shall not be considered qualifying. Examples of such non-qualifying work include but is not limited to such tasks as wrapping articles; opening envelopes, folders and similar containers, affixing tags and labels; rearranging or tidying up office desks and equipment; delivering, distributing or collecting correspondence or parcels.

Substitutions Allowed:

1. Graduation from high school with courses in typing, shorthand, basic English, and arithmetic may be substituted for six months of experience.

2. Successful completion of a substantially full-time equivalent stenographic or secretarial curriculum leading to a degree or diploma at an accredited community college, or at a business or technical school which included courses in typing, shorthand, basic English, arithmetic, general clerical procedures, and office machines, will be deemed to have met the experience requirements for the Clerk Stenographer II class.

3. Successful completion of a substantially full-time equivalent stenographic or secretarial curriculum leading to a degree, diploma, or a certificate of achievement at an accredited community college, business school, technical school, or an adult education program, which was for a period of less than one year will be substituted for experience on a month-for-month basis provided the training included courses in typing, shorthand, basic English and arithmetic.

4. Partial Completion of Training:

   a. Completion of half a school year of substantially full-time stenographic or secretarial curriculum at an accredited community college, or business and/or technical school which included courses in typing, shorthand, basic English and arithmetic may be substituted for six months of experience.

   b. Completion of one school year (of a program of more than one year in length) of substantially full-time stenographic or secretarial curriculum at an accredited community college, or business and/or technical school which included courses in typing, shorthand, basic English, arithmetic, general clerical procedures, and office machines, will be deemed to have met the experience requirements for the Clerk Stenographer II class.

*Applicants for Clerk Stenographer III must demonstrate possession of potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which

training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate

that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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This is an amendment to the minimum qualification specification for the classes CLERK STENOGRAPHER I*, II, and III approved on March 24, 1975.

DATE APPROVED: 11/16/82

DONALD BOTELHO
Director of Personnel Services

*Clerk Stenographer I deleted per Departmental Circular 13-01.