

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

PUBLIC DEFENDER
Stenographer (p/t)
\$14,160/yr

LAST DAY FOR FILING: March 18, 2010

DATED: March 5, 2010

EOE

DISTINGUISHING FEATURES OF THE CLASS: Takes dictation and transcribes the notes on a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard; performs simple clerical tasks; does related work as required

TYPICAL WORK ACTIVITIES:

- Takes and transcribes the dictation of letters, memoranda, reports and other materials
- Types letters, payrolls, bills, stencils, reports, bulletins, applications, specifications, deeds and other materials from clear copy or rough draft
- Operates mimeograph, duplicating, adding and other office machines
- Sorts, indexes and files mail, bills, requisitions, mortgages, certificates and other materials
- Maintains simple accounting and other records in accordance with a prescribed routine
- Figures and checks bills and payrolls and makes inventories of supplies and equipment
- Acts as a secretary to an official where assignments are limited in scope
- Answers telephone and acts as office receptionist, receiving money or giving out information of a routine nature
- May require the use of a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to take and transcribe dictation at a reasonable rate of speed; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of a high school equivalency diploma

Adopted Otsego Co. CS – 11/10/87

CLASSIFICATION: Competitive (F/T), Non-Competitive (P/T)

Applications available at the Otsego County Personnel/Human Resources Office, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com