

## **LEGAL STENOGRAPHER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is difficult stenographic work requiring a knowledge of legal terms used in the preparation of briefs and other legal instruments. The position requires performance of standard keyboarding practices, transcribing dictation via dictaphone, and using legal terms in the preparation of legal documents. In addition to legal typing duties, other standardized clerical and typing tasks are performed in this position. Work is performed under general supervision in accordance with general instructions and department policies and procedures.

### **TYPICAL WORK ACTIVITIES:**

Types legal briefs, petitions, motions, orders, opinions, notices, and other legal documents;

Proofreads such documents, including the checking of citations in original references for accuracy and completeness;

Takes and transcribes the dictation of legal briefs, petitions, motions, orders, opinions, notices and other legal documents via dictaphone;

Proofreads such documents which includes the checking of citations in original references for accuracy and completeness;

Composes and types routine correspondence applying a knowledge of departmental operations and regulations;

Relieves superior of office detail by scheduling appointments, receiving callers, and answering requests for information.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL**

**CHARACTERISTICS:** Good knowledge of law office methods, procedures, forms and legal terminology; good knowledge of business arithmetic and English; good knowledge of standard

## LEGAL STENOGRAPHER

### page 2

keyboarding practices in such areas as letter format, capitalization, hyphenation of compound words, word division; ability to recognize, spell, and properly use legal terms and expressions; ability to provide basic rules of grammar, usage, and sentence structure; ability to perform common office record keeping tasks; ability to recognize definitions of common legal terms; ability to type at a fast rate of speed using a personal computer; ability to learn how to operate software products for word processing, spreadsheets, and a relational data base; ability to transcribe dictation via dictaphone; clerical aptitude; good judgment; neat appearance; tact; and courtesy.

#### MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience including the use of legal terminology, standard keyboarding skills, and transcribing dictation; or
- (B) Three (3) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above

*Note: Completion of academic coursework in secretarial sciences can be substituted for experience on a year for year basis.*

---

L:\CLASPLAN\LEGSTENO.WPD  
Last Reviewed: 8/19/98  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A