

Stenographer

Duties:

Candidate shall be able to take dictation in shorthand of correspondence, reports, and other narrated information. Additionally, the Candidate shall be able to operate common word processing software such as Word to transcribe dictated material. Subsequently, the Candidate shall draft and type narrative meeting minutes from rough drafts, dictation, and tape-recorded notes. Composes and types letters and memos pertaining to routine matters.

Requirements:

May require an associate's degree.

require extensive training in shorthand

You should type 50+ wpm, know how to use a scanner, fax, copier.

Requires 2-4 years of experience in the field or in a related area.