

Position Classification Flysheet for Clerk-Stenographer and Reporter Series, GS-0312

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SERIES DEFINITION

This series covers all positions the duties of which are to perform stenography or shorthand reporting work either solely or in combination with clerical work, except when the clerical work requires such specialized experience or training that it constitutes the paramount qualification requirement for the position; or to supervise work characteristic of this series when stenographic or shorthand reporting ability is an essential requirement of the supervisory position.

This series coverage standard supersedes the standard for the Clerk-Stenographer and Reporter Series, GS-0312, dated January 1979.

COVERAGE

All positions classifiable in this series require the services of a fully qualified stenographer or shorthand reporter. A fully qualified stenographer or shorthand reporter is a person who possesses stenography or shorthand reporting skill at the level of proficiency required for competitive appointment to these positions.

This series includes positions involving only stenography or shorthand reporting, or stenography or shorthand reporting and clerical duties, except when the clerical duties (a) require specialized experience or training and (b) constitute the paramount qualification requirement for the position. Some examples of clerical work that may require such specialized experience and training, and may thus be the basis for exclusion from this series, are duties characteristic of payroll, personnel, or supply clerk positions. (See [Digest 3](#) for additional guidance on specialized clerical work.)

General office work that requires general clerical rather than specialized experience or training is included in this series when such work is combined with stenography or shorthand reporting work that requires a qualified stenographer or shorthand reporter. General office work is characterized, for this purpose, as work consisting of (1) a variety of nonspecialized tasks such as answering the telephone, filing, opening and distributing mail, or (2) a variety of more specialized tasks when no one kind of specialized experience or training constitutes the paramount requirement. This includes "back-up" positions to the kind of positions classified in the [Secretary Series, GS-0318](#). In summary, if the position involves general office work and requires a fully qualified stenographer or shorthand reporter, and it does not meet the definition of the Secretary Series, the position is to be classified in the Clerk-Stenographer and Reporter Series, GS-0312.

Where specialized clerical work is involved, careful consideration is necessary in determining whether the ability to perform stenographic or shorthand reporting work is the paramount qualification requirement. Involved in making this determination is consideration of (a) the

relative grade level of the clerical work that requires specialized prior experience or training, (b) the nature of the career ladder or ladders in which the position is located, and (c) the relative importance in the positions, in terms of the purpose for which the position was established of (1) the stenography or shorthand reporting and (2) the clerical work.

EXCLUSIONS

- (1) Classify positions involving stenographic or shorthand reporting work that do not require a fully qualified stenographer or shorthand reporter in the specific series appropriate to the subject matter work performed or in the appropriate general group series, e.g., the [Financial Clerical and Assistance Series, GS-0503](#), or the [Miscellaneous Clerk and Assistant Series, GS-0303](#).
- (2) Classify in the [Secretary Series, GS-0318](#), positions that consist of a combination of general office duties (that may include stenography) and responsibilities that constitute the role of a secretary.
- (3) Classify in the [Closed Microphone Reporting Series, GS-0319](#), positions involving recording and transcribing of material spoken at conferences, hearings, or similar proceedings, when the recording duties require the ability to operate closed microphone or similar mechanical equipment to reproduce material on a disk, cylinder, or similar device.
- (4) Classify in the [Work Unit Supervising Series, GS-0313](#), positions in which employees supervise work in the GS-0312 series when the supervisory position does not itself require the ability to perform stenographic work.
- (5) Classify positions that require a qualified stenographer and that also require, as the paramount qualification requirement, experience or training in a specialized type of clerical work, in whatever series is appropriate for the clerical work, e.g., [Supply Clerical and Technician Series, GS-2005](#).
- (6) Classify positions in which the primary duties are to type on a manual or electric typewriter from voice recordings rather than from shorthand notes in the [Clerk-Typist Series, GS-0322](#), even though the employee is a qualified stenographer.
- (7) Classify positions the primary duties of which are to produce documents directly from voice recordings using automated equipment and word processing or other computer software in the [Office Automation Clerical and Assistance Series, GS-0326](#), even though the employee is a qualified stenographer.

TITLES

Clerk-Stenographer is the title for positions in this series the work of which includes recording and transcribing material that is dictated to the stenographer by one individual (and not necessarily the same individual at all times).

Reporting Stenographer is the title for positions that include recording and transcribing spoken material at hearings, conferences, or similar proceedings, when the recording speed required is less than normally necessary to record verbatim, regardless of the rate of speech of the speaker or speakers. In reporting stenographer positions, control over the required speed is exercised through interruption for repetition or delay, when necessary, by the stenographer or by the employee in charge of the proceeding, or because a less than verbatim record is adequate.

Reporting stenographers have final responsibility for the accuracy of the transcript of the verbatim recordings they make. Typically, the transcription of nonverbatim recordings is subject to review and any necessary correction by the speaker or other employee involved.

Positions comprising a combination of clerk-stenographer and reporting stenographer duties should be titled in a manner that most accurately indicates the overall nature of the position.

Shorthand Reporter is the title for positions that involve the verbatim recording of hearings, conferences, or similar proceedings, regardless of the rate of speech used by the speaker or speakers, and that include final responsibility for the accuracy of the transcript of the recorded material. In these positions the reporter does not exercise control over the rate of speech used by a speaker as interruption is not permitted except in the case of unintelligible or inaudible speech.

Lead is prefixed to the above titles for positions that meet the criteria of the [General Schedule Leader Grade Evaluation Guide](#) for evaluation as leaders.

Supervisory is prefixed to the above titles for positions that meet the criteria of the [General Schedule Supervisory Guide](#) for evaluation as supervisors when performance of such positions also requires the ability to perform stenographic or reporting work.

PARENTHETICAL TITLES FOR EXCLUDED POSITIONS

Stenography is parenthetically added to the title of any position excluded from this series when the position includes a requirement for stenographic skill at or above the level of proficiency required under the competitive standard for entry level Clerk-Stenographer positions.

Some positions excluded from this series include a requirement for stenographic skill and competitive level typing skill to perform office automation work. For these positions, both Stenography and Office Automation must be added parenthetically to the position's title; i. e., Secretary (Stenography/Office Automation). This will insure recruitment of candidates with

proper knowledge and skill levels for the position. The parenthetical designation of Office Automation may be shortened to OA, e.g., Secretary (Stenography/OA).

Parenthetical titles should not be used when stenographic work is so infrequent, or is performed under such circumstances, that most or all persons who can perform the nonstenographic work satisfactorily can also accomplish the stenographic work in a reasonably adequate manner, either immediately upon employment, after a reasonable period of experience on the job, or by the use of some other technique or device to accomplish the work.

In all cases in which a parenthetical title is used, the position description must reflect the duties that necessitated the use of that title. The position description must also document the degree of skill required so that appropriate means will be used to determine that the candidate meets the proper skill level.

EVALUATION OF POSITIONS

Evaluate the stenography or reporting work of positions in this series by Part II of the [Typing and Stenography Grade Evaluation Guide](#).

Evaluate the clerical portion of positions in this series by an appropriate specialized clerical standard, or if no appropriate specialized standard exists, use the [Grade Level Guide for Clerical and Assistance Work](#).

Evaluate leader positions by the criteria in the [General Schedule Leader Grade Evaluation Guide](#).

Evaluate supervisory positions by the criteria in the [General Schedule Supervisory Guide](#).