2011-11

POSTED: 09/12/11

CLOSING DATE: 09/19/11

HERNANDO COUNTY

CLERK OF CIRCUIT COURT

JOB DESCRIPTION

JOB TITLE:	MINUTES STENOGRAPHER I	**PAY GRADE:**	109
DEPARTMENT:	CLERK/BCC RECORDS	**SALARY RANGE:**	$11.32 - $17.88
TITLE OF SUPERVISOR:	ADMINISTRATIVE SERVICES MANAGER	**REVISED:**	JUNE 2011
		NON-EXEMPT	

JOB SUMMARY:

Attend meetings of and prepare Minutes for Board of County Commissioners and Committee meetings. Conduct research for public and County Departments.

ESSENTIAL JOB DUTIES:

1. Attend BCC, MPO and Committee meetings, record proceedings, take accurate notes, administer oaths, and transcribe and paraphrase Minutes.

2. Obtain and process necessary Ordinances, contracts, etc.

3. Proofread Minutes written by other Minutes Stenographers.

4. Research prior BCC actions for the public and County Departments.

5. Process signature folder of BCC-approved documents.

6. Process and verify legal advertisements.

7. Prepare for meetings including setting up in MinuteTraq software and verifying that affidavits are obtained.

8. Image meeting back-up material.

9. Assist in the performance of VAB functions, including the filing of petitions and attendance at VAB hearings.

10. Process and distribute mail within the BCC Records Office, as necessary.

11. Receipt in monies and prepare Revenue Summary Report, as necessary.

12. Order and maintain office supplies for BCC Records Department, as necessary.

13. Maintain up-to-date contracts and agreements folders/lists and received bids.

14. Prepare and maintain file of Records Inventory/Transfer Sheets and Micrographics Work Orders for all files. Distribute Code Book supplements, as necessary.

15. Assist Administrative Services Manager, as necessary.

16. Process work orders for Clerk's Office.

17. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Two years of secretarial experience. One year experience writing minutes.

Licenses/Certificates:

N/A

EQUIPMENT USED:

Personal computer/terminal, printer, digital recording/transcription software, scanner, facsimile, copier, telephone.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Type at least 80 wpm.

- Ability to compose meeting minutes.

- Ability to take accurate meeting notes rapidly.

- Ability to compose business correspondence.

- Possess proofreading skills.

- Proficient in use of Word software.

- Proficient in Business English and spelling.

- Ability to perform duties with minimum supervision.

- Ability to communicate orally and in writing.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

Frequent:

Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

WORKING CONDITIONS:

Constant:

Office environment. Work closely with others.

Frequent:

Meeting room environment. Work closely with others. Flexible hours as required by meeting schedules.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The Clerk of Circuit Court is an Equal Opportunity Employer.

Employment preference is given to applicants who do not use a tobacco product(s).

Note: Starting salary may be below salary range during six-month training period.

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting Employment Opportunities, Job Applicant Center. If you have any questions, or require assistance, please call 352-540-6216, Mon – Fri, 8:00 am – 5:00 pm.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com**, print the results and attach to your on-line application.**