

## **ASSISTANT COUNCIL CLERK**

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**Department:** Lafourche Parish Council Office      **Reports To:** Council Clerk  
**Division:** Legislative      **Location:** Administration Building  
**FLSA Status:** Non-Exempt      **Classification:** Full-Time/Civil Service  
**Approved By:** Civil Service Board      **Date of Approval:** March 2005  
**Pay Grade Level:** 7

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### **JOB SUMMARY**

Must have the ability to perform any and all functions necessary to ensure the efficient operation of the Council Clerk's Office including, but not limited to, indexing and publishing all meeting minutes; being able to deal with elected officials, other governmental departments and offices, and the general public in a helpful, cheerful and diplomatic manner; being able to work extra or amended hours when necessary to ensure the uninterrupted operation of the Council Clerk's Office; and being able to assume the basic duties of the Lafourche Parish Council's Office when the Council Clerk is away from the office.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential Duties and Responsibilities include the following:

Assume the following duties with respect to the meetings of the Council, Council Committees, and other groups assigned by the Council:

- Prepare and issue all notices of meetings
- Prepare proper format and deliver minutes to the official journal for publication
  - Convert to PDF format and upload onto Lafourche Parish's website
    - Transfer minutes of all meetings into the official Lafourche Parish Council Meeting Minutes Books
    - Index minutes of all meetings and enter into the Index to the Council Minutes (Must possess the ability to assess the importance of various aspects of the meeting minutes to allow the accurate and easy retrieval of specific items in the minutes)
  - Note all revisions to previous actions and rescinded actions in index books, minute books and appropriate central files
- On occasion, must be willing to fill in for Minute Clerk and attend Council/Committee meetings to serve in all capacities as recording secretary

- Prepare proper format and insert minutes and agendas on the Lafourche Parish Government's website
- Prepare proper format and insert minutes into computer file for viewing by all other departments and government personnel
- Type, copy, and distribute Council/Committee agendas as required
- Type, record and distribute all resolutions and ordinances adopted by the Council and provide certified documents as requested
- Responsible for the maintenance of the Central Filing System in the Council Office with assistance from the Council Clerk and the Minute Clerk
- Prepare outgoing correspondence for mailing and distribute incoming mail
- Prepare and deliver Notices of Public Hearings for publication in the official journal as required by the Home Rule Charter
- Compose, type and distribute correspondence and reports as requested by Council members/Council Clerk
- Research Council minutes and files when requested by the Council, Council Clerk and the general public
- Assist the general public with matters pertaining to local government by providing requested information, helping telephone inquiries, providing public information records, etc
- Performs necessary general office duties including. But not limited to, answering the phone in the Council Office; running errands when required; assisting the Council Clerk with special government events; and other duties
- Prepare and distribute "Information List" (of miscellaneous correspondence) for each regular Council meeting
- Performs any other duties as assigned and necessary for the proper operation of the Lafourche Parish Council's Office

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- Must be able to operate standard office equipment including, but not limited to, personal computer, copy machine, recording equipment, fax machine, imaging system, etc
- Must be able to type a minimum of 60 wpm and have shorthand or speed writing skills

- Should have a working knowledge of Robert's Rules of Order and/or Parliamentary Procedure
- All parish government employees in a declared emergency shall be considered essential personnel

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and/or Experience.** Must be a high school graduate with at least one year of secretarial program/experience entailing typing, filing, and/or office procedure.

**Language Skills.** Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the Lafourche Parish Government.

**Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability.** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

## **OTHER SKILLS AND ABILITIES**

Must have basic knowledge of the methods, practices, and procedures in general office administration, which also includes basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; general knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.