

MINUTE CLERK I

Department:	Legislative	Reports To:	Council Clerk
Division:	Office of the Council Clerk	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	June 2004

Pay Grade Level: 1

JOB SUMMARY

Responsible for the performance of a variety of routine and basic clerical duties required in the daily functioning and associated daily interactions of the Legislative Office with the Parish Council, other elected officials, department directors, the general public, and federal, state and local agencies and organizations. Job duties include scheduling appointments, providing information to callers, and assisting the Council Clerk in the performance of all clerical work by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Types routine correspondence, including letters, resolutions, and other material from copy, draft, and machine recordings
- Copies data and compiles records and reports
- Places orders for supplies and equipment in accordance with instructions
- Opens and routes incoming mail, prepares outgoing mail, and runs errands as requested
- Arranges original Council Meeting minutes and attachments in minute books
- Gathers and archives Council-related newspaper clippings
- Screens incoming calls and correspondence and responds independently when possible
- Maintains the files and records system of the Parish Council in accordance with Office policies and procedures
- Greets scheduled visitors and directs to appropriate area
- Maintains an updated list of all Parish Boards and their respective members

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- May receive and refer citizen complaints
- Ability to type at least 40 words per minute and possess skills in proper formatting of a variety of correspondence, reports, and other documents
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government
- Performs support duties of other clerical positions in their absence
- 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 - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Responds well to questions.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

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. High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read and comprehend simple 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 organization.

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 simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

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.