

MINUTE CLERK II

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| 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: 2

JOB SUMMARY

Responsible for the performance of a variety of secretarial functions for the Office of the Council Clerk involving a variety of moderately complex clerical and administrative duties required in the daily functioning and associated daily interactions of the 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:

- Reads and routes incoming mail. Locates and attaches appropriate file/back-up information to correspondence to be answered by the Council Clerk
- Composes and types routine correspondence
- Organizes and maintains file system and files correspondence and other records
- Coordinates Council Clerk's schedule and makes appointments
- Greets scheduled visitors and directs to appropriate area or person
- Prepares memorandums outlining and explaining administrative procedures and policies to supervisory personnel, citizens, other elected officials, and outside associated entities and organizations; monitors compliance
- Arranges programs, conferences, etc. by arranging for facilities, catering, issuing information/invitations, coordinating speakers, controlling event budget, and registering attendance
- Takes and transcribes minutes of Council committee meetings, and prepares both routine and sensitive correspondence, reports, and other complex documents

- Arranges complex and detailed meeting and travel plans and itineraries, compiles documents for meeting and travel-related activities, and accompanies supervisor when required
- Sends agendas electronically to the media and all interested parties
- Processes Resolutions and Ordinances and forwards to necessary departments and agencies
- Prepares and facilitates reimbursement of expenses of Parish Council members

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Assists in the performance of other clerical positions in their absence
- Ability to type 50 words per minute and possess skills in proper formatting of a variety of correspondence, reports, and other documents
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate production of documents and the ability to meet deadlines
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government
- 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; 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.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities.

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. One-year certificate from college or technical school; or one year 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 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.