

MINUTE CLERK III

Department:	Legislative	Reports To:	Council Clerk
Division:	Office of 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:	3		

JOB SUMMARY

Responsible for the performance of a variety of complex clerical and administrative functions for the Office of the Council Clerk involving complex clerical 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 of 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; prepares outgoing mail
- Composes and types routine correspondence
- Maintains current payroll records of all permanent, part-time, and temporary employees within the Department
- Reviews mathematical accuracy of all invoices submitted to ensure that all are within budgetary limitations and sufficient for subsequent completion of annual audit
- As instructed by the Council Clerk, prepares and places items on monthly Council and Council committee meeting agendas
- Facilitates the execution of legal and other formal documents by the Council Chairman and/or Council Clerk and ensures proper and expeditious return to appropriate department or agency
- Takes and transcribes minutes of Parish Council and Council committee meetings, and prepares both routine and sensitive correspondence, reports, and other complex documents

- Prepares and distributes for publication and posting meeting and public hearing notices, agendas, minutes, ordinances, and vacancy announcements on various boards and commissions, in accordance with the Home Rule Charter and Louisiana statutes
- Send agendas electronically to the media and all interested parties
- Types correspondence, letters, reports, resolutions, and ordinances
- Prepares payroll requests of Office personnel for review and approval by the Council Clerk
- Analyzes and organizes office operations and procedures such as bookkeeping, preparation of payrolls, information management, filing systems, requisition of supplies, and other clerical services
- Maximizes office productivity through proficient use of appropriate software applications
- Researches and develops resources that create timely and efficient workflow

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Provides general guidance and supervision to Office employees in the absence of the Council Clerk
- Attends and records proceedings of Lafourche Parish Council and Committee meetings in the absence of the Council Clerk
- Ability to type 60 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 - 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. Associate's degree (A. A.) or equivalent from two-year college or technical school; or three (3) to five (5) years related experience and/or training; or equivalent combination of education and experience.

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.