

BOARD REPORTER

Job Code	Pay Grade
18772	CL12

Nature of Work

This is highly advanced clerical work recording and preparing minutes of major County boards and commissions. Employees in this class record and take notes of proceedings on laptop computers using FTR Gold digital equipment and software and interpret or summarize notes into minute form. Duties include dealing with highly technical or legal terminology and performing with a high degree of independent judgment and initiative.

Minimum Qualification Requirements

- 4 years of secretarial or advanced clerical experience; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Ability to accurately type at fifty-five (55) words per minute.
- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Records meetings and other official functions, takes roll call and swears in individuals giving testimony.
- Prepares follow-up agenda following County Board meetings, summarizing final determinations.
- Ensures that pertinent data is included in minutes and that information is accurately reflected as a matter of public record.
- May testify in court, verify the accuracy of minutes, and assist in providing on-the-job training to new employees.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of business English, spelling, arithmetic and modern office practices, procedures and equipment.
- Knowledge of legal and technical formats and legal, administrative and procedural regulations.
- Skill in the use of computer equipment.
- Ability to prepare documents, compose letters and memoranda, interpret and summarize notes and condense them into minute form.
- Ability to understand and carry out moderately complex oral and written instructions and make decisions in accordance with rules and regulations.

For official use only

Revised	EEOC Code	Overtime Code
7/05	Administrative Support	Classified