

BOARD REPORTER, SENIOR

Job Code	Pay Grade
18776	CL14

Nature of Work

This is advanced supervisory stenographic work involving varied assignments recording and preparing minutes for major county boards and commissions. Employees in this class plan, assign and review the work of subordinate personnel engaged in recording and preparing minutes. Duties include taking notes of proceedings, typing verbatim transcripts and interpreting or summarizing transcripts into minute form.

Minimum Qualification Requirements

- 5 years of secretarial or stenographic experience; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- 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.
- Ability to type at fifty-five (55) words per minute.
- Ability to transcribe from shorthand notes at eighty (80) words per minute, depending on area of assignment.

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

- Plans, assigns and reviews the work of a staff performing stenographic work recording and preparing minutes for major boards and commissions.
- Records meetings and other official functions, takes roll call and swears in individuals giving testimony.
- Prepares follow-up agenda items following County Board meetings for distribution to officials and department heads summarizing final determinations.
- Ensures legal documents and contracts are signed and that plats are recorded.
- Completes individual scratch orders for agenda items from verbatim transcript and condenses into minute form.
- Ensures that pertinent data is included in minutes and that information is accurately reflected as a matter of public record.
- Types portions of verbatim from meetings for legal uses and certifies their accuracy.
- Transcribes, summarizes and advises subordinates on highly technical or legal terminology.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of office management, supervisory practices, 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 typing and shorthand.
- Ability to plan, assign and coordinate the work of a clerical staff and instruct and train subordinate personnel.
- Ability to prepare documents, compose letters and memoranda and interpret and summarize verbatim transcripts 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.
- Ability to establish and maintain effective working relationships with other employees and the public.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified/Excluded