



Board Reporter, Senior

Category: Classified/Excluded
Pay Grade: C23
Job Code: 18776

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

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.

ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or an acceptable equivalency diploma (GED); and five (5) years of secretarial or stenographic experience; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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 required for a specific position.

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

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual Acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.