



Board Reporter

Category: Classified
Pay Grade: C19
Job Code: 18772

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

Performs highly advanced clerical work recording and preparing minutes of major County boards and commissions; records and takes notes of proceedings on laptop computers using FTR Gold digital equipment and software; interprets or summarizes notes into minute form.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Records meetings and other official functions, takes roll call, and swears in individuals giving testimony;
- Prepares verbatim transcript that accurately captures complex and technical topics;
- Writes accurate and concise minutes of proceedings by analyzing and summarizing complex discussions and presentations for each meeting and documenting board actions;
- Verifies facts and correct verbiage through research as needed;
- 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;
- Submits minutes to supervisor for final review and edits and ensures all backup material has been stored appropriately;
- May testify in court, verify the accuracy of minutes, and assist in providing on-the-job training to new employees;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of secretarial or advanced clerical 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 knowledge, skills, abilities, and credentials required for a specific position.

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 small office and computer equipment.
- Ability to accurately type at fifty-five (55) words per minute;

- 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.

PHYSICAL/MENTAL DEMANDS

This 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/or 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.
- **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.
- **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.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **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.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.