



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 listed in the job description, but which may be reasonably considered to be incidental to the performance of the job functions.

JOB SUMMARY

This is an advanced senior role providing training and work product review for staff recording and preparing minutes for various County boards and commissions. Employees in this class assist management in planning, assigning, and reviewing the work of staff. Duties include creating training materials, contributing to the development of policies and procedures, composing and editing minutes, reviewing verbatim transcripts, and providing ongoing mentorship and support to staff.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Develops and implements training programs for new and existing staff, including creating training materials and guides;
- Maintains and updates training programs, materials, and guides;
- Assists management in planning and assigning work to staff;
- Reviews the work product of staff recording and preparing minutes for various boards and commissions;
- Develops, maintains, and updates policies and procedures in conjunction with management;
- Advises staff on technical or legal terminology;
- Ensures that pertinent data is included in minutes and that information is accurately reflected as a matter of public record;
- Provides support to staff by recording, transcribing, and preparing minutes for various boards and commissions as needed;
- Prepares follow-up agendas summarizing actions taken by the Board of County Commissioners;
- Administers the oath, attests the Board of County Commissioners Chair's signature, and provides certified copies of documents upon request;
- Types portions of verbatim transcripts from meetings for legal uses and certifies their accuracy;
- 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 advanced clerical experience to include board reporting; 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.
- Ability 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 and grammar, spelling, arithmetic, and modern office practices, procedures, and equipment;
- Knowledge of legal, administrative, and procedural regulations;
- Ability to plan, assign, and coordinate the work of staff;
- Adept at training staff from a wide variety of backgrounds;
- Adept at writing clear and detailed policies and procedures;
- Ability to record meetings using audio recording equipment and technology;
- Ability to prepare documents, compose letters and memoranda, and interpret and summarize verbatim transcripts and condense them into minute form;
- Ability to understand and follow oral and written instructions and to express oneself clearly and concisely, orally and in writing;
- Ability to receive detailed information through oral communication;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Ability to type at 55 words per minute;
- Ability to edit documents with keen attention to detail.

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.