

MAJOR FUNCTION

This is responsible specialized work serving as the meeting recorder/transcriptionist to the City Commission assuring that all actions of the Commission are documented in a proper manner and as prescribed by Florida Statutes, City Code, and applicable City policies. Utilize audio and video recordings of meetings to compose meeting minutes. The employee must be an expert typist, grammarian, and write concise passages consistent with the required degree of detail and completeness. Work is performed with considerable independent judgment but is reviewed by the Records Management Officer.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Attends all City Commission meetings, takes minutes, and captures an audio recording of meetings. Prepares meeting summaries for each Regular Meeting and posts same for public access. Transcribes full meeting minutes in detail, and ensures that minutes are properly filed in the Document Management System. Attends other meetings as directed and prepares the necessary record of same. Maintains complete electronic-based files of official meetings. Performs related work and filing as required.

Other Important Duties

Responds to inquiries from the public, employees, and other governmental entities relative to City Commission records and actions. Provides various office and research services for the City Treasurer-Clerk or Records Management Officer. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Skills and Abilities**

Extensive knowledge of English, grammar, spelling, and punctuation. Considerable knowledge of Microsoft Word, modern office practices, electronic filing and indexing of official records, and digital audio recording equipment. Considerable ability to rapidly compose written minutes and summaries from audio recordings and notes. Skill in typing accurately from draft, plain copy, or audio recorder at a rapid speed. Understanding of municipal government functions. Ability to understand and carry out moderately complex oral and written instructions. Knowledge of City ordinances and state statutes governing recording and maintenance of official meeting records. Ability to make minor decisions in accordance with applicable City policies, procedures, and regulations. Ability to plan and organize work conducive to full productivity in order to meet established deadlines. Ability to establish and maintain effective working relationships. Skill in the use of desktop computers and the associated software programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of experience that includes court reporting or minutes preparation; or possession of a bachelor's degree in English, creative writing, journalism or a related field; or an equivalent combination of training and experience.

Necessary Special Requirement

Ability to type at a rate of 35 correct works per minute.

Established: 08-08-83
Revised: 11-23-83
07-31-87
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12-11-03
09-15-09
08-16-13