



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Minute Clerk
DEPARTMENT.....: Council Clerk's Office
DIVISION.....:
CLASSIFICATION/GRADE.....: Minute Clerk/107
REVISED.....: 08/2021
REPORTS TO.....: Council Clerk
REVIEWED.....: 08/2021
WAGES.....: Non-Exempt (Hourly)

SUMMARY:

To provide clerical support for the Council members and the Council Clerk, including the attendance at certain Council, committee, and other meetings assigned by the Council, and the preparation of agendas prior to and minutes following said meetings.

BASIC FUNCTIONS:

1. Must have the ability to accurately determine important portions of all meetings attended to prepare the meeting minutes.
2. Answer telephone and provide information to general public and various departments.
3. Type correspondence submitted and, on occasion, composes letters for Council members and office information.
4. Maintain an easily retrievable file system, including a master library of reports.
5. Greet elected officials and the general public in a courteous, diplomatic, and helpful manner, and provide pertinent information regarding local government.
6. Research files, minutes, reports, and addresses when needed.
7. Must be able to type, copy, tab, and distribute agenda packages when needed, as well as upload agenda information onto the Novus Paperless Agenda System.
8. Must assist the Council Clerk in preparing for special events connected with the operation of local government.
9. Maintain an inventory of needed office supplies and order when necessary (prepare purchase requisitions).
10. Must be familiar with the AS/400 System.
11. Must attend regularly-scheduled meeting after normal working hours.
12. Upload outgoing correspondence from the Council office to central electronic reading file.
13. Must have knowledge of imaging systems in order to scan documents and files.
14. **Perform other clerical duties required for the efficient operation of the Terrebonne Parish Council Office or any other clerical duties as deemed necessary.**

ADDITIONAL RESPONSIBILITIES:

1. Should be familiar with basic office procedures. Should have a basic knowledge of meeting minutes, Robert's Rules of Order and/or Parliamentary procedure.
2. Must be familiar with all types of office equipment, including, but not limited to, copy machines, FAX machines, personal computer (current version of Microsoft Office, Excel, Power Point, Apple TV, etc.) and video/audio recording equipment.

3. Must be able to attend various training-oriented meetings, conferences and/or convention regardless of location (out-of-town, out-of-state).
4. Must be able to maintain a schedule of engagements/meetings for Council Members, and the use of the Council Meeting Room by outside agencies.
5. When called upon to do so, must be willing to attend and record minutes of any special meeting called by the Council.
6. **Must be able to adjust and adapt to spontaneous office changes and deadlines when they occur.**

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Customer Service** –Respond promptly to customer needs; Respond to requests for service and assistance.
2. **Interpersonal Skills** – Maintain confidentiality.
3. **Oral Communication** –Respond well to questions
4. **Written Communication** – Write clearly and informatively; Able to read and interpret written information.
5. **Teamwork** – Balances team and individual responsibilities.
6. **Dependability** - Follow instructions and responds to management direction.
7. **Initiative** – Volunteer readily; Undertake self-development activities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Job holders must be legally able to work in the United States.

EDUCATION/EXPERIENCE:

1. Must be a high school graduate or an individual with some collegiate education with at least two years of clerical experience.
2. Must have sound command of the English language, both verbally and in written form.
3. Must have the personality to accommodate, at times, hostile individuals at meetings and on the telephone.

Language Skills -- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills -- Ability to calculate basic math, including rates and percentages.

Reasoning Ability -- Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Certificates, Licenses, Registrations -- Must possess a valid Louisiana Driver's License.

OTHER SKILLS AND ABILITIES

Must have basic knowledge of the methods, practices, and procedures in general office administration, which also includes basic abilities in the operation of the personal computers, typewriters, calculators, copy machines, and fax machines; general knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is occasional required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.