

MINUTE CLERK

Terrebonne Parish Council



SUMMARY

Provide clerical support for the Council members and the Council Clerk, including attendance at certain Council, committee, and other meetings assigned by the Council. Prepare agendas prior to and minutes following meetings.

JOB OVERVIEW

Starting Pay

\$16.03 - \$20.59 per hour

Schedule

Monday - Friday

Must be able to work after-hours Council meetings.

Shift

8 a.m. - 4:30 p.m.

LOCATION

Government Tower - Council Clerk's Office

REPORTS TO

Council Clerk

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Ability to accommodate hostile individuals at meetings and on the phone

EMERGENCY EVENTS

May be required to work during emergency events.



Questions? No problem! Email us at employment@tpcg.org.

ESSENTIAL FUNCTIONS

1. Answer the telephone and provide information to the general public and various departments.
2. Greet elected officials and the general public in a courteous, diplomatic, and helpful manner, and provide pertinent information regarding local government.
3. Type correspondence submitted and occasionally compose letters for Council members.
4. Maintain an easily retrievable file system, including a master library of reports.
5. Research files, minutes, reports, and addresses when needed.
6. Type, copy, tab, and distribute agenda packages and upload agenda information onto the Novus Paperless Agenda System.
7. Attend regularly scheduled meetings after normal working hours.
8. Accurately determine important portions of all meetings attended to prepare the meeting minutes.
9. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Possess basic knowledge of meeting minutes, Robert's Rules of Order, and/or Parliamentary procedure.
2. Familiarity with various office equipment, including copy machines, fax machines, computers, video/audio recording equipment, and imaging systems for scanning documents and files.
3. Possess a sound command of the English language, both verbally and in written form.
4. Ability to attend various in-state and out-of-state training-oriented meetings, conferences, and/or conventions.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. Possess at least two years of clerical experience.
3. Experience using Microsoft Office, Excel, PowerPoint, Apple TV, etc.
4. Possess and maintain a valid Louisiana driver's license.