

SENIOR 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

\$19.41 - \$24.92 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

ESSENTIAL FUNCTIONS

1. Answer telephone and provide information to general public and various departments.
2. Greet elected officials/general public in a courteous, diplomatic, and helpful manner; provide pertinent information regarding local government.
3. Maintain a schedule of engagements/meetings for Council members and the use of the Council Meeting Room by outside agencies.
4. Compose letters for Council members, type correspondence submitted, and upload outgoing correspondence from the Council office to central electronic reading file.
5. Research files, minutes, reports, and addresses, and maintain an easily retrievable file system, including a master library of reports.
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. Assist the Council clerk in preparing for special events connected with the operation of local government.
10. Maintain an inventory of needed office supplies and prepare purchase requisitions to order additional supplies.
11. 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 adapt to spontaneous office changes and deadlines.
5. Ability to attend various in-state and out-of-state training-oriented meetings, conferences, and/or conventions.

EDUCATION, EXPERIENCE, AND LICENSES

1. College degree or technical school diploma required, but some college experience with at least 4 years of clerical experience may substitute.
2. Experience using Microsoft Office, Excel, PowerPoint, Apple TV, etc.
3. Possess and maintain a valid Louisiana driver's license.



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