

MINUTES CLERK
Part Time, Temporary, At Will)

DEFINITION

Under supervision of the City Clerk or his/her designee, performs clerical work related to taking and preparing minutes of City Council, Boards, Commissions, or Committees of the City and does related work as required. FLSA Status: Non-exempt. Bargaining Group: Unrepresented.

DISTINGUISHING CHARACTERISTICS

This is an intermittent, part time position in which incumbents are assigned to prepare minutes of City Council, Boards, Commissions, or Committees of the City of Atwater.

REPORTS TO

Assistant City Clerk/Executive Assistant to the City Manager or as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory position.

ESSENTIAL FUNCTIONS

Prepares for and attends meetings; takes and prepares minutes; may prepare and type correspondence, reports, public hearing notices, and other related documents; may post legal notices and utilize website to post communications and other notices; may assist in setting up, indexing, and maintaining files and digitizing records; and performs other related duties as assigned. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit or stand for extended periods of time; carry, climb, push, pull, stoop, and bend on an occasional basis; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Minute-taking, transcription, and office methods, practices, and procedures, including minutes preparation, correspondence, typing, filing, and telephone answering techniques.
- Proper English usage, spelling, grammar, and punctuation.
- Personal computers and software applications such as word processing.

Ability to:

- Use general office equipment such as computers and application software, tape recorders and transcribers, and peripheral hardware such as printers, scanners, etc.
- Perform clerical work involving independent judgment and requiring speed and accuracy.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Prepare clear, concise, and accurate records and reports.
- Type at a net speed of 50 words per minute.
- Multi task and be detail-oriented.
- Establish and maintain effective working relationships with others.

Training and Experience:

- One (1) year of general clerical experience, including word processing experience and experience in taking and transcribing minutes for meetings.

SPECIAL REQUIREMENTS

- None.

Education:

- Graduation from high school, supplemented by courses in keyboarding or typing.

License:

- Possession of a valid California driver's license.

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