

**INGHAM COUNTY
JOB DESCRIPTION**

CLERK/RECEPTIONIST - BOARD OF COMMISSIONERS

General Summary

Under the supervision of the Board Coordinator, performs general secretarial and stenographic functions, including taking, preparing and distributing minutes of Advisory Board meetings. Provides various support functions including typing correspondence, answering telephones, and working on special projects as needed.

Essential Functions

Records minutes of Advisory Board meetings such as 911, EOC, and FOC, by means of tape recording equipment and handwritten notes.

1. Transcribes, proofreads and distributes minutes.
2. Works on special projects for Advisory Committee and Board of Commissioners, including preparing mailings and making telephone calls.
3. Mails out meeting notices and prepares and/or composes correspondence.
4. Answers telephone and assists callers or directs callers to appropriate person or department.
5. Assists Board Coordinator and provides back-up duties as needed.

Other Functions

None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications

Education: High school graduation or equivalent. Prefer some advanced course work in secretarial science, business, shorthand, word processing, or related area.

Experience: Some clerical or secretarial experience providing word processing experience and experience in taking and transcribing dictation.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

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Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.

