

**INGHAM COUNTY  
JOB DESCRIPTION**

**CLERK STENO II- BOARD OF COMMISSIONERS**

**General Summary:**

Under the supervision of the Board Coordinator, performs general secretarial and stenographic functions, including taking, preparing and distribution of minutes of standing committee meetings.

**Essential Functions:**

1. Records minutes of standing committee meetings by use of recording equipment and handwritten notes.
2. Transcribes and proofreads minutes.

**Other Functions**

Other related duties as assigned.

*(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. Demonstrated clerical skills.

**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.)*

**Physical Requirements:**

Ability to access departmental files.

Ability to enter and retrieve information from computer.

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

**Working Conditions:**

Work in office conditions.

Mandatory evening hours



**MCF**  
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**(6/16/09)**