



## Lane Council of Governments Job Announcement

### Minutes Recorder

Lane Council of Governments is looking for person who can take minutes at a variety of public meetings.

### Employment Type Negotiable

Employment type can be either a part time employee or an independent contractor. Salary negotiable and dependent on the type of employment arrangement.

### How to Apply

To learn more about this opportunity, please contact Ann Mortenson at 541-682-4373.

### Position Purpose and Duties Performed

Records proceedings at meetings of various LCOG's boards, commissions, and agencies; prepares clear, concise accounts of proceedings for transcription; reviews draft transcripts for accuracy and clarity.

Attends meetings of various LCOG boards, commissions, and agencies recording proceedings both with a tape recorder and by hand.

Drafts minutes of meetings from original records according to LCOG's standards.

Composes minutes on personal computer using Word.

Reviews drafts of minutes for accuracy and clarity, prior to final processing.

Confers with staff from other governmental agencies as necessary.

Adheres to strict production schedule for LCOG's minutes.

Keeps itemized records of time worked and work-related expenses.

Supports and respects diversity in the workplace.

Performs other related work as required.

### Required Competencies

#### Knowledge of:

English composition: grammar, spelling, punctuation, and editing.

Office practices and procedures.

Public meeting laws or the ability to learn them in a reasonable amount of time.

Computer systems and Word.

#### Ability to:

Keyboard at least 50 wpm (word per minute).

Communicate effectively with other employees and the public using tact, courtesy, and good judgment.  
Distinguish between relevant and incidental discussion.  
Follow oral and written instructions

Skilled in:

The use of a computer terminal; MS Word experience desirable.  
English composition.  
Paraphrasing and editing with no loss of, or change, in meaning.  
Some mechanical aptitude is required.

**MINIMUM REQUIREMENTS**

Any equivalent combination of experience and education which provides the applicant with the knowledge, skills, and abilities required to perform job duties.

Experience and Training

Previous experience as a Minutes Recorder; and/or any combination of course work, experience, and training which provides the required knowledge, skills, and abilities.