



POSITION DESCRIPTION

Administrative Services Minutes Recorder

Minutes Recorder

EMPLOYEE NAME: _____

Position Title: Minutes Recorder

Division/Unit: Administrative Services / Finance

Classification/Salary Range: Minutes Recorder / EA Range 14

Reports to: Finance Director

FLSA Status: Non-Exempt, Overtime eligible

Representation: EA

Position Location: Schaefers: 859 Willamette Street, Eugene, OR, or other LCOG offices, community partner offices, or other locations as needed

Position Purpose

Position Purpose: Records proceedings at meetings of various boards, commissions, and agencies; prepares clear, concise accounts of proceedings for transcription; reviews draft transcripts for accuracy and clarity. Knowledge of Oregon's Public Meetings Law (ORS 192.650).

Employment Type: Employment is part-time, with no more than 19 hours per week (0.475 FTE); hours may vary; however, regularly scheduled meetings will be assigned. Meetings generally are between 10am and 7pm, Monday through Friday.

Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.

Position Essential Functions

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

Drafts minutes of meetings from original records according to LCOG's standards. Composes minutes on personal computer using Word.

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

Supports and respects diversity in the workplace. Performs other related work as required.

Other Duties of Position

Commitment to working effectively and collaboratively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Regular and on-time attendance.

Other duties as assigned.

Minimum Qualifications

Any combination of course work, experience, and training that provides the required knowledge, skills, and abilities.

Ability to travel to meetings throughout Lane County.

Previous experience as a Minutes Recorder in the public sector is a plus but not required.

Knowledge, Skills & Abilities

Knowledge of:

Oregon's Public Meeting Law or the ability to learn them in a reasonable amount of time.

Office practices and procedures.

Ability to:

Take minutes--written or typed--and record audio of the entire meeting. 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.

Reflect, at a minimum, the required content specified in Oregon's Public Meeting Law (ORS 192.650).

Work various days and hours, mostly between 10am and 7pm, Monday through Friday.

Keyboard at least 50 wpm (words 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 and programs such as Word, Excel, other Office Programs.

English composition.

Paraphrasing and editing with no loss of, or change, in meaning.

Signatures

Employee signature and
date _____

Manager signature and
date _____

Human Resources signature and
date _____

