

CLASS TITLE: Recording Secretary

Title: Recording Secretary

Brevard County Clerk of Court

Salary Range: \$15.00 - \$19.50 per hour

FLSA Classification: Non-exempt/Full-time

Full-time Clerk of Court employees are eligible for:

Health insurance

Tuition Reimbursement

FRS Retirement

18 sick/vacation days per year

11 paid holidays per year

SUMMARY DESCRIPTION:

This is skilled work in recording and transcribing minutes of the Board of County Commissioners, Value Adjustment Board, other boards and committees, and other related clerical duties.

EXAMPLES OF WORK PERFORMED – Examples of Work Performed Include But Are Not Limited To:

- Attends meetings and assists with recording and taking the minutes.
- Reviews Notes and videos and prepares formal documents.
- Types verbatim portions of meetings for legal uses and certifies accuracy.
- Proofreads minutes for proper grammar, spelling, and format. Ensures documents are in proper form for recording in the public records of Brevard County.
- Prepares transcripts, certified excerpts of minutes and certified records, and associated correspondence.
- Maintains current pending files of agenda documents for Board meetings.
- Following Board meetings, prepares correspondence summarizing Board actions for distribution to persons and agencies.
- Assists with the Value Adjustment Board.
- Provides copies of documents and media as requested, and in accordance with statutory guidelines.
- Ensures mechanical and electronic media used to record meetings are in proper working order.
- Scanning and entering proper information into Workflow.
- Ensures government or private vehicle is available for transportation to meetings.
- Ensures Board meetings are properly recorded and data is transcribed as dictated by rule or regulation.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES - Knowledge, Skills, and Abilities Include But Are Not Limited To:

- Working knowledge of business English, spelling, punctuation, and grammar.
- Working knowledge of modern office equipment and word processing software.
- Working knowledge of County government operations.
- Ability to understand and apply applicable rules, regulations, policies, and procedures.
- Ability to work flexible hours, based on departmental requirements.
- Ability to meet and deal with people in an effective and courteous manner.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently or as part of a team.

MINIMUM QUALIFICATIONS:

High School Diploma or acceptable equivalent. Administrative and/or secretarial experience preferred. Above average attendance record.

APPLICATION PROCESS:

Applications may be printed from our website at www.brevardclerk.us. Interested candidates should submit an employment application and resume via email to Human Resources at ApplicationsHR@brevardclerk.us or by mail to Human Resources, P. O. Box 999, Titusville, FL, 32781-0999.

Brevard Clerk of Court is an Equal Opportunity Employer and a Drug Free Workplace