

BOARD OF COUNTY COMMISSIONERS RECORDS CLERK

MINIMUM QUALIFICATIONS

Proficient in Microsoft Office and the ability to type 60 cwpm. *Shorthand, stenography or court reporting required.* Salary \$30,000. Excellent Benefits.

DESCRIPTION

Keep official records and minutes of the Board of County Commissioners (BCC). Prepare an agenda template and documents for Board signatures before the BCC and other board meetings. Attends BCC and other board meetings. Responsible for preparing audio tapes and taking minutes of these meetings. Transcribes minutes of meetings, which are kept on file as official records of the county after Board approval. Prepares documents for final transmittal to staff and state agencies after Board approval. Prepares advertisements for various meetings. Maintains all BCC official records.