

# South Jordan City

## Job Description

<b>Title:</b>	<b>Council Secretary</b>	<b>Effective Date:</b>	<b>2/1/16</b>
<b>Org:</b>	<b>100150</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>8</b>	<b>Workers Comp:</b>	<b>Clerical</b>

### GENERAL PURPOSE

Perform a variety of executive, administrative and technical clerical duties as needed to expedite and coordinate the administrative, secretarial or clerical functions of the City Council.

### SUPERVISOR

City Recorder

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Attend City Council Meetings and perform dictation, transcription, and minutes preparation for meetings from notes and tapes.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
- AND
- B. Two (2) years of experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Knowledge of English usage, spelling, vocabulary, grammar, and punctuation, and practices used in minute taking and preparation.

Ability to operate a personal computer and Microsoft products.

Ability to communicate effectively, verbally and in writing, with City staff, elected officials and the public; develop effective working relationships with local elected officials, City staff, and the public.

3. Working Conditions:

Tasks require variety of physical activities, not generally involving muscular strain, but does require some standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking and guided problem solving.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Part-Time</b>	<b>EEO-4 Class:</b>	<b>Admin Support</b>
<b>Location:</b>	<b>City Recorder</b>	<b>EEOP Class:</b>	<b>Admin Support</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	