

South Jordan City

Job Description

Title: Council Secretary
Org: 100150
Pay Grade: 8

Effective Date: 10.21.2020
FLSA: Non-Exempt
Workers Comp: Clerical

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.

All or a majority of the essential job duties may be performed from a remote location.

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

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