

Town of Camp Verde
Job Description

Position: **Transcriptionist (Contract Position)**

EXEMPT:	<u>N/A</u>	HIRING SALARY RANGE:	<u>\$150.00 per meeting</u>
DEPARTMENT:	<u>Clerk's Office</u>	LOCATION:	<u></u>
REPORTS TO:	<u>Town Clerk</u>		
PREPARED BY:	<u>V. Jones</u>	DATE:	<u>January 2016</u>
APPROVED BY HR DIR:	<u></u>	DATE:	<u></u>

SUMMARY OF JOB DESCRIPTION:

This is a contract position that records and transcribes minutes of the proceedings to create the official record of all Council, Commission, Board, and Committee actions. Must attend all **regularly** scheduled meetings of Council, Commissions, and Committees. Meetings are normally held after 5:00 p.m. Special meetings may be handled on a case-by-case basis; however, the transcriptionist should plan to attend occasional day-time meetings. You will be included in a 'pool' for meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to attend meetings to record and transcribe discussions to create the minutes (official record) of the proceeding.
- Ability to understand and translate information orally and in writing, with an excellent knowledge of English usage, composition, sentence structure, grammar and spelling;
- Knowledge of office procedures and business methods;
- Ability to manage time independently and meet deadlines.

MANAGERIAL RESPONSIBILITIES (IF APPLICABLE): N/A

QUALIFICATION REQUIREMENTS: **QUALIFICATION REQUIREMENTS:** U.S. Citizenship. To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability to perform the job. Reasonable accommodations will be made to assist individuals with disabilities in performing essential functions of the job.

REQUIRED SKILLS, KNOWLEDGE, and ABILITIES:

Skill in:

- Managing time independently and meeting deadlines
- Preparing accurate written documents, with an excellent knowledge of English usage, composition, sentence structure, grammar, punctuation, and spelling

JOB DESCRIPTION
Job Title: Transcriptionist

Knowledge of:

- Knowledge of the goals, purposes, and methods of municipal government is helpful
- Must be computer literate with a working knowledge of Microsoft Office
- Must be able to work from home and through electronic mail (e-mail)

Ability to:

- Attend night meetings. Occasional daytime meetings may be required.
- Ability to record and transcribe accurate discussions and motions

Additional Requirements:

- Arizona driver's license
- Home computer
- Professional dress and neat appearance are required at all meetings

EDUCATION and/or EXPERIENCE:

Requires High school diploma or GED and related experience in an office environment

TOOLS AND EQUIPMENT USED:

- Lync recording system
- Computer, printer, and e-mail

PHYSICAL DEMANDS:

- Able to sit for long periods
- Able to type for long periods

WORK ENVIRONMENT:

Must be able to work well with others.