

WASHINGTON COUNTY
Job Description

JOB TITLE: Quorum Court Coordinator/Reporter

Exempt (Y/N): No

DATE PREPARED: October 2005

DEPARTMENT: County Judge's Office

SUPERVISOR: County Judge

SUMMARY:

The incumbent is responsible to perform secretarial duties for the County Judge, County Administrator, and the Quorum Court. This includes preparation of meeting packets, attendance of meetings, and taking accurate minutes of various County meetings. These functions are necessary for continuous office operation as well as providing documentation on current day County happenings in order to provide historical records. Ensure that all office functions are performed efficiently and in professional and timely manner. The incumbent makes independent judgements and decisions regarding responses made to public and County officials on a daily basis. Ensure that each situation is handled according to County policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. Other duties may be assigned.

1. Answer the telephone and assist the public by providing information pertaining to roads, various meeting times, appointments, and general questions regarding the County.
2. Notify the media of County meetings.
3. Attend various meetings, take, transcribe, and distribute minutes.
4. Finalize the file copy of the minutes of the Quorum Court and other committees, as required.
5. Maintain attendance of meetings and prepare bi-weekly report for payment.
6. Type all actions of the Quorum Court, such as ordinances, and file actions in the County Clerk's Office.
7. Photocopy Quorum Court actions and distribute the information to affected offices and for general information.
8. Prepare and maintain calendar of meeting dates, times of Quorum Court meetings, etc.
9. Type agendas, compile and mail packet information to members regarding meetings.
10. Write appropriation ordinances for Quorum Court consideration as approved by Quorum Court's Finance Committee.
11. Perform other office duties such as distributing and opening mail, taking complaints, typing general correspondence, transcribing from Dictaphone, and filing.
12. Attend, take minutes, transcribe, and distribute minutes of other County meetings such as Intergovernmental Cooperative Council, Washington County LEPC, etc.

13. Assist in the annual budget preparation including notification of schedule and deadlines, distribution of materials to those involved in the process, organizing meetings for budget review, and notification of funding allocations.
14. Input, update, and maintain data for Aladdin Community Information Program-Development of Washington County Home Page.
15. Attend County Court hearings, as requested. Type agenda, minutes, etc.
16. Assist the Executive Secretary and Receptionist, as needed.
17. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
18. Ensure that all activities are professionally and ethically performed in accordance and withing the law to protect the individual rights of all citizens in Washington County.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); and minimum of 2 years previous secretarial work experience and/or equivalent education.

OTHER SKILLS and ABILITIES:

The incumbent should possess good communication skills, as frequent contact is required with the public and County officials. Also, should have knowledge of modern office practices, procedures, and equipment. The incumbent should also possess computer skills, software application knowledge, accurate typing skills, calculator, copier, transcription equipment, and FAX machine. The incumbent should have knowledge of shorthand and possess excellent organization skills. Timely preparation of meeting materials and minutes are necessary ensuring that all information disseminated is accurate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch.

Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.