



BOARD OF COUNTY COMMISSIONERS
DESOTO COUNTY

Human Resources Department
201 East Oak Street
Arcadia, Florida 34266
Telephone (863) 993-4808
Fax (863) 993-4708
Drug-Free Workplace

REQUISITION #18-19

RECRUITMENT NOTICE

As an employer, DeSoto County will not permit discrimination because of race, color, handicap, creed, religion, ancestry, national origin, sex, age, marital status, or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida.

POSITION: TRANSCRIPTION SECRETARY
POSITION #: 90114
DEPARTMENT: ADMINISTRATION
SALARY RANGE: \$12.24 (\$25,451.30) - \$16.93 (\$35,220.85)
OPENING DATE: APRIL 10, 2018
CLOSING DATE: JULY 27, 2018

GENERAL DESCRIPTION:

This is clerical, secretarial, and staff assistant work which includes the operation of a personal computer, recording/playback devices, and print copiers. Work is performed under the general supervision of the Office Manager.

ESSENTIAL JOB FUNCTIONS:

1. Performs duties of a staff assistant nature and participates directly in the work of the individual(s) supported. Secures details of specialized information, coordinating office work, and providing information regarding the services and operation of the unit. Functions as office receptionist.
2. Maintains schedule for the Board of County Commissioners (BCC) meetings. Attends all BCC meetings, workshops, and other Board related meetings and functions, as required. Takes notes and minutes during these meetings; prepare drafts of minutes for approval by the Board in regular sessions. Receives and screens calls and refers callers to other employees. Develops agenda resources, meets agenda deadlines, prepares agenda and compiles related material for Board of County Commissioner Meetings.
3. Using personal computer based word processing software, prepares and processes letters, reports, schedules, manuals, booklets, and related paperwork. Types information or enters data into computer containing technical terminology. Prepares project manuals. Retrieves data for reports.
4. Assists other departments, as required. Assists Administrative Staff with scheduling, research, and project development.
5. Develops a schedule for record retention and compliance with Florida Statutes; coordinates duplication and disposal of records in compliance with Florida Statutes.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.).

**TRANSCRIPTION SECRETARY
PAGE 2**

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of business English, spelling, and punctuation in order to prepare documents and compose letters, etc.
- Knowledge of office practices, procedures, and mathematics.
- Self starter.
- Ability to work with minimal supervision.
- Ability to gain knowledge of the unit's policies, procedures, and practices.
- Ability to establish/maintain effective working relationships with employees and the public.
- Ability to access, input, and retrieve information from a computer.
- Ability to communicate using writing, speaking, hearing, and visual skills.
- Skill in the operation of a PC, keyboard, and typewriter.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Five (5) years work experience involving secretarial/clerical duties including the operation of a personal computer, keyboard, or similar data entry equipment.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

None

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to access, input, and retrieve information from a computer
- Ability to access file cabinets for filing and retrieval of data
- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to type at the rate of 60 words per minute.
- Ability to communicate both orally and in writing

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

TO APPLY VISIT: www.desotobocc.com or www.employflorida.com