



JOB DESCRIPTION

Job Title: Transcriptionist **Reports to:** Town Clerk

Prepared by: Julie L. Powers **Approved by:** Town Manager

Date Approved: August 27, 2007 **Last Revision Date:** August 25, 2007

SUMMARY

The Transcriptionist works on an as needed basis. Takes all direction from and reports initially to the Town Clerk. The position requires the ability to sit at a workstation for extended periods, climb stairs, and carry up to 25 lbs.

PRIMARY RESPONSIBILITY

Transcribes all minutes necessary for town meetings quickly and accurately using recorder software and Microsoft Word. Maintains a high-standard of confidentiality.

ADDITIONAL RESPONSIBILITIES

Not applicable.

EDUCATION

Position requires a high school diploma or equivalent education.

KNOWLEDGE AND SKILLS

Position requires experience in general office procedures, policies, and methods; knowledge in the use of office equipment, ability to organize and plan work to meet deadlines; knowledge of computer programs including word processing and spreadsheets; and has high accuracy with data entry (7,500 kspH or more). Must be accurate and quick to enter the information from software or other recording equipment. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

Employee Signature

Date

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*