Posted 11/05/26
Paid Bi-Weekly
$22.46/hour
Approx. 20 hours/week

OFFICE OF THE CLERK OF THE CIRCUIT COURT AND COMPTROLLER
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION

JOB TITLE: Administrative Specialist, Board (Part-time)

SALARY RANGE: $22.46 - $40.78/hour

JOB SUMMARY:
Under the direction of the Chief Financial Officer, is responsible for attending, recording, and transcribing the final official minutes of the Board of County Commissioners (Board), regular and special meetings, and other committee meetings requiring a recording. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:
- Attends all Board meetings where a recording is required, coordinates calendar with co-workers to ensure all meetings are covered.
- Transcribes minutes of all meetings attended, prints drafts, proofs minutes, distributes to appropriate parties, and corrects minutes as required.
- Prepares Board Actions after meetings. Distributes to appropriate parties.
- Maintains official record books and files for all ordinances, resolutions, exhibits, and contracts.
- Answers all requests for copies of minutes, exhibits, and audio files of meetings.
- Prepares Clerk's agenda for Board meetings.
- Processes miscellaneous documents that have been approved and executed by the Chairman of the Board and Clerk of the Circuit Court & Comptroller.
- Prepares and/or processes reports, contracts, and other office documents.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:
- High school diploma or its equivalent (G.E.D.).
- Two years of related experience.
- Valid Florida driver's license.
- Must be able to type a minimum of 50 correct words per minute.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:
- Knowledge of business English, spelling, punctuation, and grammar.
- Knowledge of Florida Statutes, Sunshine Law, and Roberts Rules of Order.
- Skill in organizing and prioritizing work.
- Skill in note taking.

- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to operate recording equipment.
- Ability to fluently read, interpret, speak, write, and understand the English language.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.

PHYSICAL ACTIVITIES:

- Fingering, Grasping, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity, at distances close to the eyes, such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

To view the current list of available benefits, visit our website atwww.LakeCountyClerkFL.gov/Benefits.