

LIBRARY BOARD RECORDER

DISTINGUISHING FEATURES OF THE CLASS: This is primarily a clerical position which requires a high degree of initiative in the organization and completion of the clerical work of an elected Library Board. The position is limited to part-time work and usually involves attendance at evening meetings and performance of work in the home. Ordinarily there would be no subordinate employees to direct or supervise. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assembles discussion materials for consideration at Library Board meetings and types the agenda;
Types and mails notifications of meetings;
Records minutes of Library Board meetings and types, duplicates and distributes them;
Types routine correspondence;
Types prepared legal notices and assures their publication;
Maintains files of minutes, correspondence, etc.;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of English; good knowledge of office terminology, procedures and equipment; good knowledge of Library Board operations, organization and procedures; ability to type at an acceptable rate of speed; ability to understand and carry out moderately complex oral and written instructions; ability to write legibly; clerical aptitude.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma, including or supplemented by a course in typing; or
- b) Two (2) years of clerical experience including or supplemented by a course in typing; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.