

# Transcriber / Recording Secretary

## Position Details

Class Code: 0358

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, directly assists the Clark County School District Board of Trustees/Board Office by transcribing verbatim records and editing official Board minutes, as legally required; performs tasks delegated by the Executive Assistant to the Board.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manages the timely production of official school board meeting minutes using word processing and appropriate transcription apparatuses such as verbatim transcripts, mini scripts, and indexes; creates accurate, summarized minutes for the public record; maintains audio tape recordings and approved hard copy/electronic minutes for all meetings.
2. Ensures that all motions, decisions, and actions are accurately documented.
3. Ensures proper authorization and procedures are followed for transcription requests; works with Board staff to create duplicate tapes and copies of minutes, as required, and returns them to proper location after use.
4. Serves as board meeting secretary; attends all special, closed, and regular school board meetings and records all minutes.

5. Sets up and operates audio equipment to record official Board meetings; utilizes advanced specialty computer equipment/software in order to produce real time transcripts and official minutes.
  6. Reviews minutes for content accuracy, legal/procedural compliance, formatting precision, grammatical/typographical accuracy, and appropriate approvals.
  7. Conducts independent research on questions, Board meeting minutes, and/or projects; obtains, prepares, and summarizes information; coordinates, compiles, and disseminates information and provides follow-up on the status of projects, as assigned.
  8. Communicates with Trustees regarding preparation and content of minutes, as necessary.
  9. Prepares/creates board agendas and agenda items; reports and maintains logs to track completion rate of minutes.
  10. Works independently and collaboratively with the executive assistant to research and comply with Nevada Open Meeting Law and Board governance requirements.
  11. Reviews the work of relief recording secretaries when not available to attend meetings.
  12. Assists with a variety of general office support functions such as phones, e-mails, mail, Board meeting set up, special projects, and other functions of the Board Office as necessary/required for effective operations.
  13. Maintains Board Office standards for customer service to internal and external customers; upholds the Clark County School District quality statement as required by the Management Process System (MPS.)
  14. Contributes to the effectiveness of the department's customer service by offering suggestions and actively participating in the Board Office team.
  15. Conforms to safety standards, as prescribed.
  16. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves complex recording transcriber/secretarial duties with ongoing responsibility for producing accurate, timely, legally sound records of the Board of Trustees' public meetings. This secretary is responsible for complex transcription/writing and managing confidential information. This position's scope, unique skillset, and required specialty software knowledge distinguish it from other secretarial classifications.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of computer operations/software, including specialty transcription programs and other applications such as word processing, databases, spreadsheets, and presentations.
2. Knowledge of secretarial practices, business machines, office management, and recordkeeping.
3. Knowledge of Nevada Open Meeting Law requirements.
4. Ability to operate word processing and transcription equipment in a production environment with speed and accuracy.
5. Ability to transcribe accurate, verbatim minutes, and write summarized minutes.
6. Ability to check lengthy minutes for conformance with given principles of style and format.
7. Ability to perform editorial checking for grammar, spelling, and punctuation.
8. Ability to utilize strong written and verbal communication skills.
9. Ability to understand project scope, instructions, and authority delegated.
10. Ability to accept guidance, directions, and comments constructively.
11. Ability to understand the needs of and demands of the Board Office.
12. Ability to plan, organize, and prioritize work.
13. Ability to maintain confidentiality of information and maintain an ethical attitude.
14. Ability to learn established procedures.
15. Ability to work flexible hours or shifts.
16. Ability to meet predetermined deadlines and demonstrate flexibility in shifting to new tasks when priorities change.
17. Ability to judge when to act independently and when to refer matters to an administrator.
18. Ability to work closely with elected officials (Board members), regarding politically sensitive matters.
19. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
20. Ability to use discretion and make sound judgments.
21. Ability to determine procedures for handling unique problems.
22. Ability to promote public relations and deal tactfully/diplomatically with people.
23. Ability to concentrate on accuracy of details.
24. Ability to work cooperatively with management, employees, Board of Trustees, constituents, public, students, and other agencies.
25. Possess physical and mental stamina commensurate with the responsibilities of the position.

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## Position Requirements

### Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Two (2) years of experience in preparing verbatim transcriptions of court proceedings or medical/board meeting minutes and actions from recording devices; or,  
One (1) year of experience recording and transcribing court proceedings; or, 18 to 36 semester hours of college-level coursework in paralegal studies, secretarial, or office administrative subjects (i.e., business law I for legal assistants, business English, legal research, citations and office procedures, legal transcription I, legal transcription II, legal keyboarding, etc.)
3. Verified keyboarding/typing score of 50 words per minute net, or verified keyboarding score using stenography equipment.

**Note:** Keyboarding/typing certification must follow specific guidelines in order for your application or qualified selection pool (QSP) placement to be considered by the District: [http://ccsd.net/employees/resources/pdf/typing\\_certification\\_guidelines.pdf](http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf)

### Licenses and Certifications

A valid driver's license or state issued identification card.

### Preferred Qualifications

1. Ability to transcribe verbatim minutes using specialized recording equipment and ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc.)
2. Three (3) years of secretarial experience with public contact.
3. Graduation from a court reporting school and/or state certification.

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## Document(s) Required at Time of Application

1. Copy of a valid driver's license or state issued identification card.
2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
3. College transcript(s) from an accredited college/university, if applicable.
4. Verified keyboarding/typing score of 50 words per minute net, or verified keyboarding score using stenography equipment.

5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District Board Office.

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## **Work Environment**

### **Strength**

Sedentary/light - exert force up to 10 lbs., occasionally.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Specialty transcription equipment, audio recording equipment, various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 06/21/23
- Created: 07/02/03