



Accepting applications for:

**Hourly Transcriber/Minute Taker
For City Council and City Boards & Commissions**
City Clerk's Office

Job posted until filled

Visit www.icgov.org/jobs to apply online

Wage: \$15.00 per hour

Variable hours with an average of 10-15 hours per week

Job summary:

Types transcriptions and/or minutes for various City meetings by assigned deadlines from recorded audio into the required format using Microsoft Word. Occasional attendance at meetings may be required to familiarize with voices and subjects. Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community. Performs all other duties as assigned.

Minimum qualifications:

Requires proficiency in the use of Microsoft Word with excellent typing, spelling, grammar, punctuation and proof reading skills. Requires internet knowledge and skills with the ability to receive audio data and return printable documents. Individual must provide own workspace and computer equipment including a printer and software to be able to transcribe digital audio files. Familiarity with parliamentary procedure, Robert's Rules of Order and/or meeting protocol is desirable.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: September 14, 2021

