



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE:                   MINUTE CLERK**

**DEFINITION:** Under general supervision, performs stenographic and clerical duties relating to the procedures of the City Clerk's office.

**EXAMPLES OF DUTIES:**

- Attends and makes shorthand notes of Council, Commission, and Committee meetings;
- Transcribes notes in to minutes;
- Prepares and distributes agendas;
- Initiates and answers correspondence relating to City Council actions;
- Sends notices of hearings;
- Assists in official publication of notices;
- Operates office machines; Administers Oath and Affirmations;
- Answers questions from the public relating to City Council rules and procedures and general City information;
- Participates in indexing and filing of official documents;
- Assists in coordinating activities during elections;
- Performs other related duties as required.

**HISTORY:**

Approval/Adoption Dates: 08/17/76