

CLERK TO THE COUNTY LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for performing statutory duties imposed by County Law and other applicable laws or directives of the Legislature. The Clerk provides research, investigative and clerical support to Legislators as needed. Duties are primarily administrative, requiring the exercise of good judgment in dealing with the confidentiality of subject matter. The Clerk must be knowledgeable of legislative procedure and protocol. The Clerk is appointed by and serves at the pleasure of the County Legislature. Supervision is exercised over the work of a Deputy Clerk and clerical support staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides clerical support to Legislators and their statutory, standing and special committees;
Maintains records of all acts, local laws and proceedings of the Legislature;
Notifies members to convene Legislature organization meetings;
Assists in planning and developing agendas for regular and special meetings and provides for their appropriate distribution;
Prepares minutes of Legislature proceedings and maintains files of Legislature records;
Prepares the calendar for Legislative meetings, including screening and organizing all communications, reports, resolutions, acts, etc., for proper insertion in the calendar;
Attends meetings and assists the Chair in the conduct of all Legislative meetings;
Edits the proceedings of the County Legislature for printing and distributes same;
Provides liaison between the Legislature and other persons and agencies, including County department heads and outside agencies and individuals;
Searches, on proper request, for pertinent Legislature actions and related material in response to inquiries from individual representatives, committees, county departments, local authorities, or others;
Prepares departmental budget for review by the Legislative Chair;
Notifies proper officials of Legislative vacancies;
Handles details involved in connection with public hearings, special events and tours;
Follows up on requests for information and service from the Chair of the County Legislature and performs other duties as assigned;

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Uses computer application software such as word processing, spreadsheets, calendars, e-mail and/or database software in performing work assignments;
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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Parliamentary procedures and the Legislature's rules of order; good knowledge of local, State and Federal laws pertinent to the operation OF the Legislative Clerk's office; good knowledge of the records retention schedule set by the New York State Education Department; good knowledge of the organization, structure and functions of County government and departments; ability to interpret and implement policies set by the Legislature; ability to follow complex oral and written instructions; ability to write, edit and proofread a variety of documents; ability to establish and maintain good interpersonal working relations; ability to deal with the public in a helpful manner; interest in the preservation of public documents of local historical value; courtesy; good judgment.

SUGGESTED MINIMUM QUALIFICATIONS: Graduation from high school or possession of a comparable diploma and five (5) years of clerical experience, two (2) years of which included supervisory duties.