

DEPUTY CLERK TO THE COUNTY LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Clerk to the County Legislature in carrying out the statutory responsibilities of that office. The Deputy performs administrative and clerical duties necessary for the processing of official documents and papers of the County Legislature. The Deputy maintains a variety of Legislative records and assists in gathering data for reports or research. The Deputy acts for and in place of the Clerk in his/her absence. Work is performed under general direction of the Clerk to the County Legislature through informal discussion and review of completed work. Direct supervision is exercised over the work of subordinate support staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the preparation of Legislative agendas and distribution of copies of resolutions and agendas;
Assists in the evaluation and implementation of changes in departmental policies and procedures to achieve higher efficiency;
Responsible for attending and taking minutes for all assigned Committees as well as any meetings the Clerk deems necessary;
Assists in the preparation of the County "Journal of Proceedings";
Attends Legislative meetings, taking notes of important incidents such as seconds, amendments, important discussions, etc.;
Composes minutes of meetings including local laws, acts, resolutions and Public hearings and distributes to Legislators;
Acts as Liaison between Legislators and Department heads and County personnel;
Prepares and edits correspondence, compiles reports and other research materials for Legislators and the Clerk;
Maintains a variety of records and files of legislative actions, minutes and correspondence;
Prepares purchase orders and travel vouchers;
Uses computer application software such as word processing, spreadsheets, calendars, e-mail and/or database software in performing work assignments;
Processes personnel and payroll data for department;
Supervises and evaluates the work of support staff in the office;

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Answers inquiries and obtains information for members of the Legislature, as requested;
Assists the Clerk in the interview process for replacement of vacant staff positions;
Reviews departmental accounts on a quarterly basis;
Disseminates information to the public on issues before the Legislature as well as all phases of the Legislative process;
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 the legislative process of the County Legislature; working knowledge of Parliamentary procedures and the Legislature's rules of order; working knowledge of the organization, structure and functions of county government and departments; working knowledge of format for Legislative documents, papers and minutes; working knowledge of business math and basic accounting procedures especially as they relate to municipal budgets, and the County Budget in particular; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed, as well as research technical problems relating to layout and format; ability to secure facts through observation, interview and investigation, and to analyze and evaluate such information; ability to exercise confidentiality with sensitive issues and documentation; ability to analyze and resolve complex problems; ability to plan and supervise the work of others; ability to research and organize data in order to prepare correspondence and reports; ability to deal with the general public in a tactful and service-oriented manner; ability to perform all the duties of the Clerk to the County Legislature in the Clerk's absence; ability to establish and maintain effective working relationships; ability to present ideas clearly and effectively; ability to follow oral and written directions.

SUGGESTED MINIMUM QUALIFICATIONS: Graduation from high school or possession of a comparable diploma and four (4) years of clerical experience, one (1) year of which included supervisory duties.