

ADMINISTRATIVE ASSISTANT (LEGISLATURE)

DISTINGUISHING FEATURES OF THE CLASS: Assists the Clerk of the County Legislature in a variety of responsible office manager duties dealing with the operations of the County Legislature. Serves as liaison between County departments and the Legislature. The work is performed under the direction of the County Legislature in accordance with applicable sections of New York State law and relevant portions of local law. Acts for and in place of the Clerk of the County Legislature in his/her absence. Performs a variety of related duties 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.*

MINIMUM QUALIFICATIONS: Qualifications determined by appointing authority.