

DEPUTY CLERK OF THE LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Clerk of the 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. During absences, the Deputy acts for and in place of the Clerk. Work is performed under the general direction of the Clerk of the Legislature through informal discussion and review of completed work. Direct supervision is exercised over the work of subordinate support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

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;

Prepares departmental budget for review by the Clerk and the Legislative Chair;

Responsible for attending and taking minutes for all Finance Committee and County Administration, Economic Development and Planning Committee meetings 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;

Trains and supervises staff in preparation of purchase orders and travel vouchers;

Processes personnel and payroll data for department;

Supervises and evaluates the work of support staff in the office;

Serves as Records Retention Officer for the department;

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;

Provides backup for the Legislative Assistant;

Compiles and distributes (annually) the Guide to County, City, Town, and Village Officials;

Reviews departmental accounts on a quarterly basis;

Disseminates information to the inquiring public on issues before the Legislature as well as all phases of the Legislative process.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the legislative process of 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 take dictation and transcribe same;
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 perform close, detail work involving considerable visual effort and strain;
Ability to secure facts through observation, interview and investigation, and to analyze and evaluate information secured;
Ability to exercise confidentiality of 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 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 of the Legislature in the Clerk's absence;
Ability to establish and maintain effective working relationships;
Ability to perform close detail work involving visual effort and strain;
Ability to present ideas clearly and effectively;
Ability to follow oral and written directions;
Physical condition commensurate with the demands of the position.

SUGGESTED *MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college with an associate's degree and four years of clerical experience, one year of which included supervisory duties.

* This position is in the unclassified service.