

SECOND DEPUTY CLERK OF COUNTY LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS: This position involves the accurate performance of complex clerical duties and administrative duties for the Broome County Legislature. Work is performed under the general supervision of the Deputy Clerk and the Clerk of the Legislature with some leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision over the work of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares monthly Committee and Board meeting agendas, revising and updating as necessary during the committee process;
Oversees transmittal of adopted resolutions to all appropriate individuals and Federal, State and County agencies;
Takes and transcribes minutes of Legislative and committee meetings including the verbatim recording of motions, amendments and resolutions;
Prepares monthly committee sign-up sheets;
Prepares the minutes of each meeting for printing in the Journal of Proceedings;
Types, edits and formats the Guide to County, Town and City Officers;
Keeps routine financial records for the Legislature, preparing vouchers, budget transfers and journal entries as well as annual inventories;
Types a variety of letters, reports, memos, vouchers, resolutions, amendments and local laws;
Answers constituents' inquiries regarding the legislative process;
Performs receptionist and clerical duties such as maintaining and updating files and records, answering the telephone and distributing the mail;
May perform routine research for legislators and compile information into tables, reports, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Working knowledge of the basic principles of governmental, legislative and budgeting procedures and the functions of various county departments;
Ability to operate an alphanumeric keyboard such as a typewriter or personal computer at an acceptable rate of speed;
Ability to take and transcribe dictation;
Ability to file according to the prescribed procedures of the department;
Ability to maintain satisfactory working relationships with others, including department heads, employees and the public;
Ability to communicate effectively, both orally and in writing;

Ability to perform close, detail work involving considerable visual effort and strain;
Good judgment.

SUGGESTED MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two years of clerical experience which shall have included typing and and/or transcribing.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.

R297 5/1/92
 Revised: 4/12/18

Jurisdictional Class: Unclassified