

CLERK TO THE COUNTY LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS: Performs for the County Legislature, a variety of responsible clerical duties concerned with the management of the County. May perform administrative functions over general County services such as housekeeping, reproduction, mail, telephone and data processing in place of the Legislature, and serve as liaison between County departments and the Legislature. The work is performed under the direction of the County Legislature in accordance with Section 475 of the County Law, other applicable sections of New York State law and relevant portions of local law.

MINIMUM QUALIFICATIONS: Qualifications determined by appointing authority.