

## **COMMITTEE CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily a clerical/secretarial position which requires a high degree of initiative in the organization and completion of the clerical work of committees of the County Legislature. The work involves attendance at evening meetings and performance of work during the morning and/or afternoon. Direction is received from the Clerk to the County Legislature and committee chairpersons.

### **TYPICAL WORK ACTIVITIES:**

Prepares or coordinates the preparation of agendas for committees of the County Legislature of items received from the Deputy Clerk or chairpersons of committee;  
Prepares notices or recalls of meetings of Legislative committees;  
Attends meetings of committees and acts as secretary utilizing hand-written notes;  
Types minutes, correspondence and notes pertaining to committee;  
Files various documents, including committee referrals;  
Duplicates and distributes minutes and other documents as appropriate;  
May serve in a similar capacity and perform similar functions for other County Boards and/or Commissions at the direction of the Clerk or the Chairman of the Legislature.

**MINIMUM QUALIFICATIONS:** As determined by the County Legislature.