

## **CONFIDENTIAL ASSISTANT TO THE CHAIR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative work involving responsibility for providing confidential support to the Chair of the Legislature in overseeing the day-to-day operations of the Office of the Chair and for coordinating and monitoring special projects regarding legislative matters. The work is performed under the direction of the Chair of the Legislature. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Completes special projects for the Chair of the Legislature, including but not limited to researching legislative matters and preparing reports regarding same, contacting elected officials, New York State staff, community agencies and leaders, etc., to exchange information, coordinate projects, schedule meetings, etc.;

Acts as liaison to Rockland County departments, agencies, New York State representatives, community groups and individuals, the public, etc., to exchange information, coordinate projects, resolve problems, etc., as assigned by the Chair;

Responds to in-person and telephone inquiries on behalf of the Chair, as directed;

Composes correspondence on behalf of the Chair, as assigned;

Organizes and distributes mail, correspondence, reports, memoranda, etc. for the Chair;

Coordinates administrative functions of the Office of the Chair, as assigned;

Maintains a variety of records and files;

May serve as a member of a task force, staff committee, community board or committee, etc.;

May attend meetings and conferences.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the operations and procedures of the Rockland County Legislature; thorough knowledge of basic business and administrative principles and practices; good knowledge of office terminology, procedures, and equipment; good knowledge of Rockland County government; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to prepare a variety of reports; ability to coordinate projects.

**MINIMUM QUALIFICATIONS:** Qualifications to be determined by the appointing authority.