

DEPUTY CLERK TO THE LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS: This is primarily supervisory and administrative work of a moderately complex nature which includes an assigned responsibility for the preparation and maintenance of all records and data for use by the County Legislature and for providing accessibility of same to the public. In addition, the incumbent may act for and in place of the Clerk to the Legislature in her absence. Supervision is exercised over a moderate number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Administers preparation of the proceedings of the County Legislature by supervising the use of the word processing equipment, coordinating material for inclusion, editing and indexing, etc.;

Prepares agendas and packets with proposed resolutions for legislative meetings and provides same at meetings;

Tracks the disposition of referrals to ensure the appropriate movement from committee to legislative determination;

Acts as liaison to the County Attorney's office in the preparation of resolutions;

Acts as liaison to the county departments and members of the public seeking information and assistance;

Provides research assistance to legislators, committees and the Clerk to the Legislature;

Oversees the workflow of the office by establishing priorities, implementing policies, assigning and distributing work, reviewing completed work, etc.;

Acts for and in place of the Clerk to Legislature in her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the policies and procedures of the County Legislature including the preparation of materials, recording of pertinent information, etc.; good knowledge of administrative and supervisory principles, procedures and techniques; ability to supervise the work of others; ability to follow oral and written directions.

MINIMUM QUALIFICATIONS: Qualifications determined by the County Legislature.