

LEGISLATIVE AIDE (VILLAGE)

DISTINGUISHING FEATURES OF THE CLASS: This is work of a specialized nature which involves maintaining liaison among various Village Boards and Commissions, ensuring the smooth transition of legislation from one to the next and avoiding delays caused by scheduling or duplication of effort. Appointment is made by the Mayor subject to the approval of the Village Board of Trustees. The work is performed under the direct supervision of the Mayor in accordance with guidelines established by the Mayor and Village Board. Does related work as required.

TYPICAL WORK ACTIVITIES:

Attends all meetings of Village Boards and Commissions, and answers any questions concerning the movement of legislation between each;
Assists applicants appearing before various boards and commissions as to proper completion of all necessary paperwork and step-by-step procedure for processing same;
Acts as ombudsman for those individuals having problems with paperwork and/or procedures, explaining necessary actions and assisting individuals in complying with same;
Suggests changes and/or modifications in procedures as well as meeting schedules, publication of notices, etc. in order to expedite legislation;
Makes regular reports to the Village Board concerning the activities of other boards and commissions, and acts as a troubleshooter to pinpoint problems and suggest solutions;
Makes sure that proper legal notices are prepared both by the Village and applicants appearing before the various boards and commissions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the policies, procedures and jurisdiction of various Village Boards and Commissions; good knowledge of village codes and ordinances; ability to establish and maintain effective working relationships among various boards and commissions; ability to work with others.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.