

## **LEGISLATIVE CLERK (PROCEEDINGS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily clerical work of a moderately complex nature involving maintaining a record of the proceedings of the Rockland County Legislature and organizing the records of such proceedings into "print-ready" form. The work involves extensive use of a word-processing system. The work is performed under the supervision of the Clerk and/or Deputy Clerk to the Legislature and requires attendance at evening meetings. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Attends meetings of the Rockland County Legislature and maintains records of all proceedings, including the mover and seconder of resolutions and the vote;  
Receives and follows-up individual legislator's requests with respect to items of proceedings;  
Assists, as required, the Clerk and/or Deputy Clerk of Legislature in preparation of legislative agenda;  
Organizes the legislative material and operates a word-processing machine in the preparation of the legislative proceedings;  
Transcribes material from tape;  
Proofreads work, making appropriate changes to produce accurate, neat work;  
Indexes proceedings as a final step to making proceedings "print ready" for printer;  
Works with County Attorney's Office to correct amended resolutions;  
Operates other office machines (e.g. typewriter, reproduction, calculator, etc.);  
Performs other clerical work as assigned;  
Maintains word processing equipment in conformance with manufacturer instructions including simple cleaning, minor adjustments and proper storage;  
May take and transcribe minutes of meetings of Legislative Committees as required.

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

Good knowledge of English; good knowledge of office procedures and equipment; working knowledge of the theory and practices of word processing machine operation; ability to type at a rate of forty (40) words per minute\*; ability to maintain accurate records of legislative proceedings; ability to understand and follow oral and written instructions.

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

\*To be demonstrated during the probationary period.