**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.

R.C.D.P.  (07.13.1984)  08.05.2015 - Job specification may be subject to further revision
Unclassified