

LEGISLATIVE RESEARCH COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical research work involving a responsibility for the collection, analysis and editing of program support data, and for consolidating pertinent information and preparing related reports as needed by the County Legislators. The work is performed under the general direction of the Chair of the Legislature and in coordination with the Clerk to the Legislature. Does related work as required.

TYPICAL WORK ACTIVITIES:

Gathers data and documentation in connection with research projects as requested by the Legislators and their staff;

Analyzes and integrates information from a variety of sources in order to support the development and implementation of projects, policies, procedures, government initiatives, etc.;

Interviews individuals knowledgeable in the project field;

Analyzes and edits a variety of material;

Consolidates pertinent information and prepares reports as required;

Collects and maintains information for ongoing reference.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English and report writing; ability to plan and organize research projects; ability to collect, analyze and edit a variety of material; ability to write clear and accurate reports; ability to establish and maintain cooperative relations with relations with others; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.