

SENIOR COMMITTEE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical and secretarial work involving responsibility for providing office support to members of the County Legislature. This title is distinguished from the title of Committee Clerk in the level of independent judgment and the difficulty of assignments. The work involves attendance at evening meetings and is performed under the direction of the Clerk to the Legislature and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains Legislative Committee Resolution log;

Prepares and/or coordinates the preparation of agenda for committees of the County Legislature;

Prepares notices and correspondence for the Legislative committee;

Distributes agenda, meeting minutes, background materials and research and other necessary items;

Attends Legislative committee meetings;

Transcribes meeting minutes, correspondence, notes and related directions of the respective committee chairpersons or committee members;

Performs research as directed by the Chairperson of the Legislature, the Clerk, Deputy Clerk or the committee Chairperson.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office practices and procedures and of office support services; good knowledge of office recordkeeping; ability to use automated office equipment, ability to communicate effectively, both orally and in writing; ability to establish effective relations with public officials.

MINIMUM QUALIFICATIONS: To be determined by the appointing authority.