

DEPARTMENT: LEGISLATURE
CLASSIFICATION: UNCLASSIFIED – NYSCSC APPROVED 06/17/2010
APPROVED: NOVEMBER 24, 2008

ASSISTANT CLERK TO THE LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing clerical and administrative activities in support of the legislative functions of the Niagara County Legislature. Responsibilities include receiving and distributing correspondence to the appropriate person, maintaining confidential files and records, making appointments and maintaining schedules, responding to phone calls and providing information, and preparing documents. The incumbent works under the general supervision of the Clerk of the Legislature who reviews work for effectiveness and compliance with policies and procedures. Frequent exercise of independent judgment is required. The incumbent must maintain confidentiality at all times.

TYPICAL WORK ACTIVITIES:

1. Provides clerical support and assistance to the Niagara County Legislature including managing email correspondence;
2. Prepares Legislature meeting agenda, compiles and copies resolution packets for distribution to the Legislators, department heads, and the media and records minutes of Legislature meetings;
3. Prepares copies of reports, resolutions and mailings for Department heads, State and Federal officials following meetings of the Legislature;
4. Files local laws with the Department of State and the Niagara County Clerk and maintains a book of local laws;
5. Maintains confidentiality of all matters relative to the Niagara County Legislature;
6. Types from electronic dictation equipment letters of a specialized and technical nature;
7. Assembles and prepares material for printing of the proceedings of the Legislature and Niagara County Roster, reads proof of first and final printing of agendas and minutes, sends notices of Legislative meetings and Committee meetings to Legislators, department heads and other individuals;
8. Types reports, resolutions, proclamations, awards and correspondence requested by the Legislators;
9. Provides clerical support to the County Coroners, types copies of Coroners' reports for Insurance Companies, prepares budget vouchers and orders their supplies;
10. Serves as a receptionist for the Legislature taking messages, arranging appointments and referring callers;
11. Answers telephone, takes messages, gives out information using discretion as to what should and should not be released;
12. Performs routine office functions such as payroll and personnel input, maintaining office inventory and ordering supplies, accounts payable tasks, maintaining Legislators' mileage accounts, maintaining required books, files and publications, and assisting with the preparation of the department's budget;
13. Collects data and compiles confidential reports;
14. Attends Legislature meetings;
15. Maintains and updates committee meeting attendance records for Legislators;
16. Maintains records of committees, boards, officials; etc. for the Annual Roster of Officials publication;
17. Prepares and sends notices to newspapers to announce public hearings, adoption of local laws and Legislature proceedings;
18. Assists constituents and directs them to the proper county agency;
19. Prepares and distributes monthly calendars;
20. Receives all Freedom of Information Requests (FOIL) and processes and distributes to appropriate county department;
21. Operates a personal computer and current software applications;
22. Compiles, prepares, and maintains files and reports as necessary.

CONTINUED

ASSISTANT CLERK TO THE LEGISLATURE CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of organization and functions of the office; good knowledge of legal terminology; skill in maintaining personnel and activity control records and in preparing reports; skill in transcribing electronic dictation; ability to utilize modern software applications at an acceptable rate of speed and accuracy; ability to understand and follow complex oral written instructions; ability to get along well with others; ability to maintain a high degree of confidentiality; clerical aptitude; a high degree of accuracy, industry and dependability; physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma:

1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree in Secretarial Science and three (3) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level; **OR**
2. Five (5) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level.