

Jurisdiction: Oneida County

Jurisdictional Class: UNCL

Revised: 4/26/96

CLERK, BOARD OF LEGISLATORS

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the administration and supervision of the Board of Legislators' Office. Responsibilities include the development of office policies, procedures and flow of work. The work requires the frequent exercise of individual initiative and judgement. The employee is also responsible for the coordination of work, and development of harmonious relationships, between the Executive and Legislative branches of County government. General administrative and policy direction is received from the Board Chairman. Supervision is exercised over clerical support personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews correspondence, petitions, resolutions and other modes of communication addressed to the Board of Legislators, and follows through on appropriate disposition of such items, as directed by the Board Chairman;

Supervises the recording and filing of all communications which are to be referred to committees or to be "read and filed";

Records Legislative actions in master index and files legislation appropriately;

Clerks Legislative meetings and public hearings, and presides at Board meetings;

Performs administrative services activities for the Office of Board of Legislators;

Acts as Clerk to the Budget Review Committee, and prepares reports for Ways and Means Committee;

Prepares necessary reports and forms for the creation of an Agricultural District, and schedules public hearings;

Acts as Clerk to the Budget Review Committee, and prepares reports for the Ways and Means Committee;

Maintains a record of acts and proceedings of the Legislature.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office management principles, practices and procedures; thorough knowledge of existing laws pertaining to the Clerk, Board of Legislators' Office; thorough knowledge of the organization and operation of County government; thorough knowledge of existing laws pertaining to the functioning of the Legislature; ability to plan, organize, coordinate and supervise the work of subordinates; ability to meet and work with people effectively; accuracy; diplomacy; honesty; tact.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience and other such qualifications, as the Board of Legislators may determine appropriate.