

Jurisdiction: Oneida County

Jurisdictional Class: UNCL

Revised: 5/28/96

DEPUTY CLERK TO BOARD OF LEGISLATORS

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the performance of clerical and administrative duties relating to the activities of the County Legislators. Consultations are held with the Clerk, Board of Legislators, for the purpose of formulating policies and procedures. The employee is responsible for acting in the absence of the Clerk, Board of Legislators. The work is performed under the general supervision of the Clerk, Board of Legislators. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Transcribes minutes of Legislature meetings, indexes communications, resolutions, laws and reports considered by the Legislature, and proofreads such documents in preparation of monthly and annual journals;

Assists in preparation of proposed resolutions and certifies adopted resolutions;

Assists in preparation of deeds related to tax delinquency redemption and sales;

Searches Board tax records for verification of realty sales;

Schedules and coordinates Board committee and/or special meetings;

Acts as secretary at special committee meetings and keeps records of meetings;

Assists in auditing Legislators' real and actual expenses;

Acts in the absence of the Clerk, Board of Legislators.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office management principles and procedures; good knowledge of existing laws pertaining to the Clerk, Board of Legislators' office; good knowledge of the organization of County government; good knowledge of existing laws pertaining to the functioning of the Legislature; skill in the use of a typewriter; ability to meet and work with people effectively; accuracy.

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