

Chief Deputy Clerk of the Legislature Tompkins County

Department: Tompkins County Legislature
Classification: Unclassified
Labor Grade: Management Grade 85
Approved: 0
Revised: 08/14
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in secretarial sciences or closely related field **AND** two years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience in an office setting which must have involved typing using a personal computer and database systems; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college or university with an Associates Degree in Secretarial Science or a closely related field **AND** four years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience in an office setting which must have involved typing using a or personal computer and database systems; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience that involved a personal computer and database systems; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting the Clerk of the Legislature in carrying out the statutory responsibilities of that Office. The Chief Deputy Clerk performs administrative and clerical duties necessary for the processing of official documents of the County Legislature. The Chief Deputy Clerk maintains a variety of Legislative records and assists in gathering data for reports or research. The work involves a wide variety of activities and projects within a field. Guidelines and policies are available only in terms of broadly stated program objectives, and cases may regularly require that new procedures or methods be initiated. During absences, the Chief Deputy Clerk acts for and in place of the Clerk. Work is performed under the general direction of the Clerk of the Legislature and not usually subject to more than general administrative controls. An employee in this class may supervise and evaluate the work of support staff in the office. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Acts for and in place of the Clerk of the Legislature in her or his absence;
- Coordinates, prepares, assists, and disseminates meeting agendas and resolutions and other related material to Legislature members, government officials, department and agency heads, the public and press in accordance with the Open Meetings Law;
- Manages the Department's web site;
- Manages the filling of fifty advisory boards, councils, commissions, and committees by a complex appointment procedure in compliance with the Rules of the Legislature, County Charter, and Administrative Policies
- Coordinates activities across departments or agencies which require clarification of policy programs, projects or issues requiring inter-agency or department cooperation;
- Assists in the evaluation and implementation of changes in department policies and procedures to achieve higher efficiency;
- Prepares department budget for review by the Clerk;
- Responsible for attending and taking minutes of Committee and Legislature meetings as well as any other meetings the Clerk deems necessary;
- Performs research and responds to requests by Legislators;
- Assists in the preparation of the County "Journal of Proceedings";

- Researches, prepares, and submits grants as appropriate for the Department;
- Responsible for grant writing and serves as project director for all department grants received through State Archives and Records Administration;
- Coordinates the Traffic Safety Grant Process, working with various Public Safety Officials in Tompkins County;
- Publishes legal notices as required in the County's designated newspaper(s);
- Interprets various Federal laws, the New York State Law, the Local Rules and applying it to appointments of advisory board membership;
- Serves as System Administrator of Department's Meeting Management Program and troubleshoots problems directly with program users and the vendor;
- Conducts training of County employees, Legislators, and department heads on software program and process for submission of agenda items to the Legislature and its committees;
- Attends Legislative meetings, recording important incidents such as seconds, amendments, important discussions, etc.;
- Composes minutes of meetings including local laws, acts, resolutions and public hearings;
- Maintains a variety of records and files of legislative actions, minutes and correspondence;
- Acts as liaison between Legislators, Department heads, outside agencies, and County personnel;
- Prepares and edits correspondence, compiles reports and other research materials for Legislators and the Clerk;
- Clarifies county policies and procedures pursuant to the Charter and Code, Rules of the Legislature, resolutions, laws, etc... to County staff and heads of public agencies as requested;
- Supervises support staff in the office and Legislature interns;
- Serves as Records Retention Officer for the Department;
- Assists the Clerk in the interview process for replacement of vacant staff positions;
- Disseminates information to the inquiring public on issues before the Legislature as well as all phases of the Legislative process.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the legislative process of the County Legislature;
- Thorough knowledge of Parliamentary procedures and the Legislature's Rules of Order;
- Working knowledge of the organization, structure and functions of county government and departments;
- Working knowledge of format for Legislative documents, papers and minutes;
- Working knowledge of filing procedures used in Clerk's office;
- Working knowledge of business math and basic accounting procedures, especially as they relate to municipal budgets and the County budget in particular;
- Excellent written communication skills;
- Good technical skills with the ability to troubleshoot software and technical issues related to office computers and a familiarity of template designs and merge fields;
- Ability to understand, interpret, and apply a wide variety of federal, state and local laws, rules and regulations;
- Ability to take dictation and transcribe same;
- Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed as well as research technical problems relating to layout and format;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to exercise confidentiality of sensitive issues and documentation;
- Ability to analyze and resolve complex problems;
- Ability to present ideas clearly and effectively;
- Ability to secure facts through observation, interview, and investigation, and to analyze and evaluate information secured;
- Ability to plan and supervise the work of others;
- Ability to research and organize data to prepare correspondence and reports;
- Ability to perform all the duties of the Clerk of the Legislature in the Clerk's absence;
- Ability to establish and maintain effective working relationships;
- Ability to follow oral and written directions;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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