

# Clerk of the Legislature Tompkins County

**Classification:** Unclassified

**Labor Grade:** 87

**Approved:** 11/26/84

**Revised:** 5/91; 6/03; 10/16

**By:** HH, Commissioner of Personnel

## **SUGGESTED MINIMUM QUALIFICATIONS:**

Graduation from high school and five years of office clerical experience.

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

## **SPECIAL REQUIREMENT:**

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for the day-to-day administration of the Office of the Tompkins County Legislature. The Clerk maintains the official records of all proceedings of the Legislature and is responsible for insuring that all proceedings and records meet legal requirements and are kept as prescribed by law. The work is performed under the general direction of the Tompkins County Legislature. An incumbent has frequent contact with a wide range of county officials in carrying out assignments. Supervision is exercised over clerical and other staff. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Complies with all sections of the Tompkins County Charter and Code and the Laws of the State of New York which require certain actions on the part of the Clerk of the Legislature;
- Programs functions of the Tompkins County Legislature and office of the Clerk;
- Prepares budgets and maintains accounts for Clerk's office and the Tompkins County Legislature;
- Prepares a chronological summary of incoming correspondence to the Legislature, which includes logging where each original and copy has been sent;
- Assists Chairperson and other members of the Legislature with appointments, committee meetings, letters, reports, proclamations, schedules, calendars, meeting places, research, expense accounts and travel arrangements;
- Prepares resolutions, motions and actions for review by the Legislature;
- Certifies agenda for Board of Representatives meetings;
- Certifies legislation and policies to those affected following Board action;
- Publishes legal advertisements as required by law;
- Arranges public hearings;
- Notifies officials of any actions taken by the Legislature;
- Insures minutes are kept of all legislative meetings and any committee meetings as necessary;
- Prepares a book of proceedings of the County Legislature for annual publication;
- Prepares a directory of County officials, boards and committees;
- Maintains public access to information and assists as necessary.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of Parliamentary procedures and the Legislature's rules of order;
- Good knowledge of local, state and federal laws pertinent to the operation of the Clerk's office;
- Good knowledge of the records retention schedule set by the New York State Education Department;
- Good knowledge of past and present structures and systems of local government;
- Ability to interpret and implement policies set by the Legislature;
- Ability to exercise accurate independent judgement;
- Ability to follow complex instructions given both orally and in writing;

- Ability to write, edit and proofread a variety of documents;
- Ability to establish and maintain good interpersonal working relations;
- Ability to deal with the public in a helpful manner;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Interest in the preservation of public documents of local historical value;
- Tact, courtesy, good judgement;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position.

**PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. As a result, the job requires considerable visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. The risk of injury or environment illness is minimal. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

**NOTE:** This "Unclassified" appointee serves at the pleasure of the Legislature. A civil service job description would not normally be required. However, with the adoption of the county-wide classification study in 1991, a "duties statement" was adopted in order to be able to have something against which to rate the position and assign to an appropriate salary grade.

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