

Deputy Clerk, Tompkins County Legislature Tompkins County

Department: Tompkins County Legislature

Classification: Unclassified

Labor Grade: Confidential Grade 62

Approved: 1/90

Revised: 5/91; 11/93; 8/00; 6/03; 5/05; 5/15; 1/2020

By: LG, Deputy Commissioner of Human Resources

SUGGESTED OR PREFERRED MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree AND two (2) years of full-time paid (or the equivalent part-time) experience in office management or senior level clerical position; OR
2. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree AND four (4) years of full-time paid (or the equivalent part-time) experience in office management or senior level clerical position; OR
3. Graduation from high school or possession of a high school equivalency diploma AND six years of full-time paid (or the equivalent part-time) experience in office management or senior level clerical position; OR
4. 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 Tompkins County Legislature in carrying out the statutory responsibilities of that office. A Deputy performs administrative and clerical duties necessary for the processing of official documents and papers of the Legislature. A Deputy maintains a variety of Legislative records and assists in gathering data for reports or research. During the absence of the Clerk and Chief Deputy Clerk, a Deputy may act for and in place of the Clerk. A Deputy frequently attends meetings, prepares agendas and minutes and distributes reports, correspondence, etc., as required. The work is performed under the direct supervision of the Clerk of the Tompkins County Legislature. A Deputy must interact with department heads, County staff, heads of public/private agencies, a wide range of elected officials as well as constituents when carrying out assignments. The employee must be able to exercise a considerable level of autonomy and independent judgement when solving problems. Considerable interpersonal skills are necessary in order to perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- May be required to identify, troubleshoot, and resolve software problems related to Department programs;
- Attends legislative meetings as required;
- Assists in the coordination and preparation of meetings by preparing agendas and other materials;
- Prepares minutes of legislative and other meeting groups as assigned;
- May write, edit, and proof important documents such as minutes, including notes of important incidents such as motions, seconds, amendments, important discussions, appointments, etc.;
- Schedules and coordinates meetings as requested;
- Manages a variety of records and files of legislative acts, minutes and correspondence;
- Writes or edits lengthy, complex narrative reports;
- Prepares purchase orders and travel vouchers as well as processing personnel and payroll data for the department;
- Answers inquiries and obtains information for members of the Legislature and the public as requested;
- Explains County policies and procedures pursuant to the Charter and Code, Rules of the Legislature, resolutions, laws, etc. to County staff and public agencies as requested;
- Answers the telephone and takes messages for Legislators and staff;
- Responsible for inventory, ordering supplies, and processing travel vouchers for the Department;
- Types correspondence, memorandums, reports and other documents using a word processor or personal computer;
- May update or maintain Department website;
- Assists in the process of filling appointments to advisory boards, councils, commissions, and committees in accordance of a complex appointment process.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the legislative process of the Tompkins County Legislature;
- Thorough knowledge of provisions covering meetings and procedures;
- Thorough knowledge of the organization, structure and functions of County government and departments;
- Thorough knowledge of English and business arithmetic;
- Thorough knowledge of format for Legislative documents, papers and minutes;
- Working knowledge of filing procedures used in Clerk's office;
- Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to organize data into reports;
- Ability to perform research;
- Ability to present ideas clearly and effectively;
- Ability to carry out complex written and oral directions;
- Physical condition commensurate with the demands of the position;
- Ability to operate a FAX machine for County business and a reel to reel recorder;
- Good judgement in solving complex clerical and administrative problems.

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