

GENESEE COUNTY

CLERK TO THE COUNTY LEGISLATURE

(For Illustrative Purposes Only)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing statutory duties imposed by County Law and other applicable laws and directives of the Legislature. This position is responsible in having the Legislature as completely informed as possible to make effective decisions, providing research, investigative and clerical support as needed. The incumbent is responsible for working closely with the County Manager's Office, County Attorney as well as with Department Heads in coordinating flow through the committee system. The duties are primarily administrative requiring the exercise of good judgment in dealing with confidentiality of subject matter. Serves as the professional face and voice of the Legislature. General supervision is exercised over this position by the Chair of the County Legislature through informal discussions and conferences. The Clerk is appointed by and serves at the pleasure of the County Legislature. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides clerical support to Legislature, its statutory, standing and special committees;

Provides investigative support as required by Legislators;

Maintains records of all acts, local laws and proceedings of Legislature;

Prepares agenda for Humans Services, Public Service, Ways & Means, Legislative meetings, Committee of the Whole and Special meetings;

Researches past proceedings, Legislative Manual, files and records;

Consults with committee chairpersons on matters on each agenda;

Directs preparation and distribution of agenda to Legislators;

Attends all Legislative meetings;

Calls organization meeting to order;

Prepares minutes of meetings and supervises distribution;

Presides over organizational meeting until chairperson is elected;

Reads motions, resolutions, acts, local laws, etc., and calls rolls for votes;

Provides guidance on procedures;

Records all actions of Legislative meetings;

Performs tasks related to conclusion of Legislative meetings;

Update and maintain Genesee County Legislature page of County website;

Determines and disseminates resolution acts, local laws after each meetings;

Communicates with various municipalities, agencies, individuals concerning meeting actions;

Serves as a clerk/administrative assistant to the Ethics Board;

Arranges for committee meeting or follow-up necessary as result of Legislative action;

Publishes annual official proceedings of the Legislature and Legislative Calendar;

Assembles the minutes of Legislative meetings and public hearings;

Assembles materials required by law or the Legislature to be published in the proceedings;

Directs publication of the Legislative Calendar;

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TYPICAL WORK ACTIVITIES Cont'd:

Communicates and follows up on requests for information and service from the Chair of the County Legislature;
Analyzes and digests requests, etc., as requested by Legislators;
Responsible for the maintenance of official files and records of the Legislature;
Maintains files for safekeeping records, information, etc., for required time periods;
Prepares commendations and proclamations;
Responsible for updating the Genesee County Manual;
Prepares the proceedings book annually
Prepares Legislature and Legislative Clerk budgets;
Receives the tentative budget, and keeps it on file open to the public;
Certifies the payroll record of the Legislature;
Responsible for administration of Ethics & Disclosure Program;
Updates advisory board listing;
Manage online contract requests of the Chair;
Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the legislative process and procedures of County government; of the County Legislative Manual; and of the County government functions. Good knowledge of public administrative practices and procedures; of English and business arithmetic; of research techniques and investigative procedures as they relate to research; of filing and record keeping practices and procedures; and, of legislative committees, their functions and responsibilities; prepare and maintain Legislative minutes; prepare agenda and maintain official actions of the Legislature; professional conduct as the face and voice of the legislature office and establish satisfactory relationships with others.

PREFERRED MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma recognized by the NYS Department of Education, **AND**

A) Graduation from a regionally accredited or New York State registered College or University with an Associate's Degree or higher **and** three (3) years of full-time paid clerical experience which shall have involved taking of minutes, or prior administration and support of a Board of Directors.

OR

B) Five (5) years of full-time paid clerical experience which shall have involved taking of minutes, or prior administration and support of a Board of Directors.

NOTE: Part-time paid experience as described in A and B will be prorated to meet the requirements above.