

### THIRD DEPUTY CLERK OF THE COUNTY LEGISLATURE

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the accurate performance of difficult stenographic, typing and clerical duties for the County Legislature. The incumbent assists in the taking and transcribing of minutes of various Legislative Committee meetings. Work is performed under the general supervision of the Deputy Clerk and the Clerk of the Legislature with some leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision over the work of other employees is not normally a function of this position. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Types a variety of letters, reports, memos, vouchers, resolutions, amendments and local laws;

Takes and transcribes minutes of Legislative committee meetings, including the verbatim recording of motions, amendments and resolutions;

Copies and distributes all materials pertaining to committee meetings and sessions;

Maintains department budget records, prepares vouchers and processes travel arrangements;

Performs receptionist duties and clerical functions such as maintaining and updating files and records, answering the telephone and distributing the mail;

Distributes and collects Ethics Disclosure Statements for the Board of Ethics;

Transmits local laws and bonds to appropriate officials and follows through on procedures for bonds and local laws after adoption as prescribed by Law;

Processes Freedom of Information requests, and follows through to make sure information is received within the legal timeframe;

Answers constituents' inquiries regarding the legislative process;

Maintains and orders supplies;

Assists in compilation of information for department publications;

Receives and issues receipts for revenue received for Freedom of Information requests and various publications;

Types a variety of letters, reports, memos and vouchers;

May perform simple research for Legislators and compile information into tables, reports, etc.;

May draft correspondence for Legislators, Clerk and Deputy Clerk.

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

Working knowledge of office terminology, procedures and equipment;

Working knowledge of business arithmetic and English;

Working knowledge of the basic principles of governmental, legislative and budgeting procedures and the functions of various County departments;

Ability to operate a personal computer;  
Ability to take and transcribe dictation;  
Ability to learn to file according to the prescribed procedures of  
the department;  
Ability to maintain satisfactory working relationships with others  
including the public;  
Ability to perform close, detail work involving considerable visual  
effort and strain;  
Ability to communicate effectively, both orally and in writing;  
Good judgment;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma  
and one year of clerical experience which shall have included  
typing and stenography.

Incumbent in this position are required by the County Legislature  
to reside within the county of Broome at all times during their  
employment in the title.

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PENDING CLASSIFICATION: UNCLASSIFIED