

DEPARTMENT: LEGISLATURE
CLASSIFICATION: UNCLASSIFIED – NYSCSC APPROVED 06/17/2010
APPROVED: JANUARY 14, 2021

ASSISTANT CLERK TO THE LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing clerical activities in support of the legislative functions of the Niagara County Legislature. Responsibilities include receiving and distributing correspondence to the appropriate person, maintaining confidential files and records, responding to phone calls and providing information. The incumbent works under the general supervision of the Clerk of the Legislature who reviews work for effectiveness and compliance with policies and procedures. Frequent exercise of independent judgment is required. The incumbent must maintain confidentiality at all times. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides clerical support and assistance to the Niagara County Legislature including managing email correspondence;
2. Maintains confidentiality of all matters relative to the Niagara County Legislature;
3. Types from electronic dictation equipment letters of a specialized and technical nature;
4. Assembles and prepares material for printing of the Niagara County Roster;
5. Types reports, resolutions, proclamations, awards and correspondence requested by the Legislators;
6. Provides clerical support to the County Coroners, type's copies of Coroners' reports for Insurance Companies, prepares budget vouchers and orders their supplies; Collects data and compiles confidential reports;
7. Serves as a receptionist for the Legislature taking messages and referring callers;
8. Answers telephone, takes messages, gives out information using discretion as to what should and should not be released;
9. Performs routine office functions such as payroll and personnel input, maintaining office inventory and ordering supplies, accounts payable tasks, maintaining Legislators' mileage accounts, maintaining required books, files and publications, and assisting with the preparation of the department's budget;
10. Prepares and distributes monthly calendars;
11. Attends Legislature meetings;
12. Assists constituents and directs them to the proper county agency;
13. Operates a personal computer and current software applications;
14. Compiles, prepares, and maintains files and reports as necessary.
15. Completes assignments from the Chairman of the Legislature.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of organization and functions of the office; good knowledge of legal terminology; skill in maintaining personnel and activity control records and in preparing reports; skill in transcribing electronic dictation; ability to utilize modern software applications at an acceptable rate of speed and accuracy; ability to understand and follow complex oral written instructions; ability to get along well with others; ability to maintain a high degree of confidentiality; clerical aptitude; a high degree of accuracy, industry and dependability; physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree in Secretarial Science and two (2) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level; **OR**
2. Three (3) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level.