

CLERK - COMMITTEE ON LEGISLATION

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Clerk - County Board of Legislators, as generally assigned to the Committee on Legislation, is responsible for performing and coordinating clerical detail. Supervision is not generally a feature of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares agenda for committee meetings;

Prepares material for consideration arranges for conferences;

Keeps minutes;

Transmits to Clerk - County Board of Legislators materials to be presented to the County Board of Legislators;

Follows proceedings of the State Legislature by examining bills introduced and reports accordingly;

Keeps accurate records of all matters of Legislation;

Furnishes information and material on Legislative matters to County Departments and other appropriate agencies;

Keeps records as to where items have been referred to facilitate secondary reports and studies by the Legislature;

Keeps files as required;

Prepares official forms as required by the State Legislature Sect of State, etc.;

Reports attendance of Committee and sub committee members and presents to Clerk County Board of Legislators;

Operates a variety of office machinery.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, procedures and terminology; ability to transcribe notes at not less than 40 words per minute; ability to do accurate and neat work with careful attention to details; ability to carry out oral and written instructions; skill in setting up and arranging typed material in an attractive form; good judgment in matters concerning office behavior and in the application of standard instructions to routine matters; tact and courtesy in dealing with the public and fellow employers; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma five years of varied stenographic and clerical experience.

West. Co.
J. C.: Unclassified†
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1

Job Class Code: C0271
Job Group: VIII