

CLERK TO BUDGET AND APPROPRIATIONS COMMITTEE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Committee Chairman and the Clerk - County Board of Legislators, the incumbent of this class is responsible for performing and coordinating support activities for the Committee including secretarial duties for the Chairman and members. In addition, an incumbent in this class may be assigned to provide clerical and secretarial support to other standing or special committees as well as provide assistance, when required, to the Clerk - County Board of Legislators. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Compiles material for, prepares, types, copies, and distributes agenda for all committee meetings based upon referrals from the Board of Legislators, individual committee members, and the County Executive;

Attends all meetings to record minutes of transactions; and types, copies, and distributes minutes for approval at future meetings;

Compiles minutes annually in a volume for the permanent record, numbering all pages and preparing a subject matter index;

Records the status of every matter from receipt through final disposition on a subject matter card file;

Types all committee correspondence from oral instructions or established procedures;

Keeps the record of attendance for assigned committee and submits same for fee payments;

Performs a number of tasks related to the proposed County budget, such as:

- Receives files, and distributes correspondence from the public, interested parties, and departments pertaining to the proposed budget;

- Performs some research work in order to assist the Budget and Financial Analyst - Board of Legislators;

- Arranges for facility use, dates, and times for various public hearings;

- Compiles a listing of proposed additions made by committee members and for those items approved by the committee prepares a standard message containing those changes to the Board of Legislators;

- Types initial draft, revisions, and final copy of the Committee's budget message;

EXAMPLES OF WORK: (continued):

Provides clerical and secretarial support to other Committees as assigned, by preparing agendas, keeping minutes, arranging for public hearings;

Provides additional typing or clerical support for the Clerk - County Board of Legislators such as the typing, distribution, and posting the weekly schedule of all committee meetings;

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, procedures and terminology, ability to take dictation at not less than 80 words per minute, and to transcribe the notes at not less than twenty five words per minute; ability to do accurate and neat work with careful attention to details; ability to carry out oral and written instructions, ability to set up appropriate filing systems; good judgment in matters concerning office practice and confidential matters; tact and courtesy in dealing with the public; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of secretarial experience.