

LEGISLATIVE AIDE-CENTRAL STAFF

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chairman of the Board of Legislators and the Clerk/Administrative Officer, incumbents of this class are responsible for performing various support functions for assigned members of the Board of Legislators. Responsibilities include: research and analysis of program and legislative data; recommending legislative strategies; development of position papers; drafting legislation; as well as community relations work. Incumbents at this level work on assignments characterized by significant public visibility and impact, and considerable public sensitivity. This work is often of a confidential nature requiring discretion and good judgment in handling situations. Work may require late working hours or working on weekends as needed. Supervision may be exercised over lower level staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

As needed, performs responsibilities included in the Legislative Aide-Personal job specification, or other projects or assignments as determined by the Clerk/Administrative Officer;

Receives inquiries, reports and requests for referral to committees and assembles them as agenda items;

Prepares committee meeting agendas, assembles supportive materials for committee members, maintains committee meeting schedules, and attends and records committee meetings, transcribing minutes of committee meetings and maintaining files thereof for future reference;

Researches and prepares in-depth responses to correspondence from the public, constituents, community groups, agencies, or other groups or individuals;

Assists in the development, preparation and drafting of legislation on committee items in appropriate format for adoption by the Board;

Monitors proposed, pending and enacted legislation (both County and State), news events, constituent and special interest groups events, etc., to ascertain impact on County operations, interests and needs, and prepares preliminary reports for review of higher level staff;

Compiles and researches data and issues relating to county operations, current issues, or items under consideration which may require legislative action or input for implementation;

Assists in the research, preparation, formatting, drafting and distribution of Legislator's newsletters, speeches, news releases, information pamphlets, bulletins and other forms of communication designed to inform the public of proposed legislative materials and actions as well as the functions, goals, programs, and regulations of the Board of Legislators;

Performs a variety of administrative and administrative support tasks to insure the smooth and effective operation of the office and provides assistance and support to Legislators, Clerk/Chief of Staff, and Committees as required;

Coordinates mock legislatures, constituent services, community meetings and special events, which may require late working hours or working on weekends;

EXAMPLES OF WORK (Con't):

Establishes and maintains cooperative working relationships with a variety of governmental staff at the local, county and state levels, in order to promote the interests of the county;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of office management and administrative procedures; good knowledge of the legislative process in Westchester County and New York State; good knowledge of legislative research sources, methods and techniques; good knowledge of the structure of Westchester County government, including local municipalities; good knowledge of the authority and responsibilities of the various legislative committees; knowledge of the principles and practices of public fiscal administration; skill in the analysis and interpretation of legislation, regulations and legal procedures; skill in the use of computer applications such as spreadsheets, word processing, e-mail and database software; ability to develop legislative proposals; ability to organize and present clear and concise oral and written reports including findings, conclusions and recommendations; ability to draft legislation; ability to organize and participate in meetings, public hearings and conferences; ability to maintain essential records and files; ability to establish and maintain cooperative relationships with public officials, constituents and lobbyists; ability to exercise sound judgement and discretion in handling sensitive and confidential issues; flexible work schedule; resourceful; initiative; sound judgment; discretion; tact; diplomatic; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two years of professional governmental experience which included responsibility for legislative or public policy analysis, as well as involvement with the public or the media.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Public Administration may be substituted for one year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department as a post-secondary, degree granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.