

LEGISLATIVE AIDE-PERSONAL

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 providing administrative support functions for assigned members of the Board of Legislators. Incumbents are also responsible for assisting in entry-level administrative functions such as: program research; data analysis; summarizing comments from interest groups, publications, other elected officials, etc.; assisting with the preparation and drafting of legislation; and other related tasks. Administrative assignments are characterized by limited public visibility and perceived direct impact, and limited public sensitivity. This work is often of a confidential nature requiring discretion and good judgment in handling situations. Supervision may be exercised over lower level clerical staff. Work may require late working hours or working on weekends as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Relieves Legislators and senior staff of details which do not require their personal attention by the use of discretion, tact, and a comprehensive knowledge of County-wide procedures and policies;

Maintains appointment calendars, schedules meetings, opens and screens regular and electronic mail and routes it with appropriate background material as necessary, answers telephone inquiries and routes calls and visitors appropriately, and performs other related clerical functions;

Researches and drafts routine responses to constituent mail, electronic mail, requests for information, legislative certificates, proclamations, and death resolutions; types and formats correspondence, reports, and other communications; and assists with the preparation and drafting of legislation on committee items in appropriate formats;

Handles constituent services for assigned Legislators such as: responding to requests for governmental information, answering questions regarding actions of the Board of Legislators, assisting constituents in dealing with various services or agencies, responding to FOIL requests, etc.;

Maintains and updates detailed files, logs, and cross indexes for reference purposes;

Maintains and updates mailing lists and assists in the coordination of special mailings or other projects;

Tabulates responses to questionnaires developed for Legislators to assess constituency concerns on current public issues;

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;

May assist in the research, preparation, formatting, 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 as well as the functions, goals, programs, and regulations of the Board of Legislators;

EXAMPLES OF WORK (Illustrative Only) (Con'td.)

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;

Performs a variety of support tasks (including, but not limited to copying, faxing, filing, researching, proof reading), or other projects or assignments as determined by the Clerk/Chief of Staff, to insure the smooth and effective operation of the office and provides assistance and support to Legislators, Clerk/Chief of Staff, and Committees as needed;

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

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 the responsibilities of a legislative aide: good knowledge of business, legal and legislative terminology and procedures; good knowledge of office management and administrative procedures; knowledge of the legislative process in Westchester County and New York State; knowledge of the structure of Westchester County government, including local municipalities; knowledge of the authority and responsibilities of the various legislative committees; ability to compose, review, edit, and proof read correspondence, reports and other written material; ability to maintain essential records and files; ability to work well with public officials, constituents and lobbyists; ability to exercise sound judgment and discretion in handling sensitive and confidential issues; ability to comprehend, analyze and interpret written materials; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; flexible work schedule; resourcefulness; initiative; sound judgment; discretion; tact; accuracy; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and four years of staff or administrative support experience, two of which must have included the regular use of word processing equipment and other business applications (for example: spreadsheet, database, presentation, desktop publishing, etc.).

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis at the rate of 30 credits per year for up to four years 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.