

RESEARCH ASSISTANT - COUNTY BOARD

GENERAL STATEMENT OF DUTIES: Performs research and staff services for Board of Legislators; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Chairman of the Board of Legislators this position is responsible for researching and reporting on matters for consideration by the Board collectively or individual members of the Board, and otherwise assisting the legislative body in carrying out its functions. Guidance and direction will be available in determining priorities, but in structuring research and reports an incumbent will be expected to exercise some independence. Supervision is not a regular responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Researches matters on the agenda of, or to be considered by the Board;

Prepares compilations of data and reports on such subjects for consideration by the Board or its committees;

Analyzes, digests, and summarizes reports, studies, and communications for efficient review by the Board, collectively or individually;

Secures and prepares research material and information relating to legislation and other submissions to the Board;

Attends all regular and special meetings of the Board;

Performs other duties as assigned by the Board;

Performs other duties as assigned by the Board of Legislators or the Chairman of the Board of Legislators.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the structure and functions of government generally; good knowledge of the principles, practices and methods of research; skill in writing; ability to analyze a mass of data and to summarize and present it logically; ability to procure, organize, and present ideas and information effectively; ability to communicate; ability to get along with responsible officials in the legislative and executive branches of government; sound professional and personal judgement; objectivity; tact; integrity; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's Degree* and three (3) years of experience in an administrative position for government; or (b) three (3) years of experience in a private organization in a position having a substantive responsibility for research and report writing; or (c) a satisfactory equivalent combination of training and 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 Education Department as a post-secondary, degree-grating institution.

West. Co.
J. C.: Unclassified†
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Job Class Code: C0865P
Job Group: X