

SECRETARY TO THE BOARD OF LEGISLATORS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chairman or Clerk of the Board of Legislators, this position is responsible for executive secretarial work of a confidential nature for the members of the Board of Legislators and assigned Committees of the Board. An incumbent is required to receive and handle inquiries and relieve the principals of administrative details and routine contacts. Much of work is highly confidential and sensitive in nature as a part of the operations of the Board of Legislators. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives inquiries, reports and requests for referral to members of the Board of Legislators and assembles them as agenda items;

Relieves the principals 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, prepares agendas for Committee meetings and assembles supportive materials for them;

Attends Committee meetings and records the meetings for the approval of Committee members;

Compiles and researches data and prepares reports;

Prepares legislation on committee items in appropriate format for adoption by the Board;

Opens and screens mail, and routes it with appropriate background material as necessary;

Maintains detailed records and logs of pending legislation, both County and State, to monitor its progress and adoption;

Keeps records of committee attendance by members and reports them for payment of fees;

Types and formats correspondence, reports, legislation, minutes, releases and other communications for members of the Board;

Performs a variety of complex and administrative clerical tasks to insure the smooth and effective operation of committee meetings and office;

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

Receives public officials and visitors and assists them with information or appropriate referral;

Performs related tasks to provide assistance and support to Legislators, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of the responsibilities of an executive secretary; thorough knowledge of business, legal and legislative terminology and procedures; ability to operate word processing equipment; ability to compose detailed correspondence and reports; ability to deal effectively with County officials and the public; accuracy; resourcefulness; initiative; neat personal appearance; tact; discretion; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of secretarial experience which must have included typing and word processing.

SUBSTITUTIONS: Satisfactory completion of 30 credits* may be substituted for each year of the above stated required experience up to a maximum of four years.

*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-granting institution.