

SENIOR OFFICE ASSISTANT - BOARD OF LEGISLATORS

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Chairman of the Board and the Clerk/Chief of Staff of the Board of Legislators, incumbents of this class perform a wide variety of secretarial tasks providing clerical/office support to the County Legislators involving typing, preparing material for legislative meetings, record keeping, handling phones, and providing information to the public. Independent judgment and discretion is an essential function of this position reflective of the sensitivity and nature of public issues reviewed by the Board of Legislators. Supervision is not usually a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains records and filing system of on-going legislative and public issues under consideration by Board and committee members, supplying information to authorized persons, as directed;

Screens telephone calls and mail addressed to the Legislators;

Provides typing and secretarial support for Legislators using a typewriter and word processing equipment;

Proofreads all typing work and makes copies for required distribution;

Prepares mailings of legislative action on behalf of Legislators for public information purposes;

Compiles data and material for various agenda issues being considered by Legislators at Board or Committee meetings;

Arranges appointments and meetings and prepares pertinent materials, as needed;

Maintains detailed records and files, both computerized and hard copy;

May perform other incidental tasks, as needed;

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 modern office practices, procedures, terminology, and equipment; good knowledge of business English; ability to follow complex oral and written instructions; ability to type at no less than 35 words per minute; ability to get along well with others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; thoroughness; accuracy; good judgement; dependability; tact; courtesy; initiative; physical condition commensurate with the requirements of the position.

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

SUBSTITUTION: One year of post high school education may be substituted for each year of the required experience.

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