

DEPUTY CLERK OF THE COUNTY LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class perform a variety of complex clerical and administrative tasks in the office of the County Legislature. Work of a general and repetitive nature is independently performed while new or difficult assignments are performed under the general direction of the Clerk of the County Legislature.

TYPICAL WORK ACTIVITIES:

1. Acts as Secretary for the Clerk of the County Legislature;
2. Takes minutes of County Legislature meetings;
3. Prepares the minutes of each meeting for printing in Journal of Proceedings;
4. Works with Committee Chairmen in keeping records of all committee meetings;
5. Lay out of work of others in this business office;
6. Prepares purchase orders for the County Legislature;
7. Maintains a variety of records for the County Legislature;
8. Prepares expense account for the County Legislature;
9. Maintains record files;
10. Answers inquiries and obtains information for County Legislature members as requested;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of office terminology procedures and equipment; good knowledge of elementary arithmetic and English; good knowledge of financial and other record keeping procedures; ability to prepare correspondence and other reports from a general indication as to content and form; ability to follow complex oral and written directions; ability to secure the cooperation of others; ability to type and take dictation at a high rate of speed; good judgment in the solution of complex clerical problems; initiative; integrity; physical condition commensurate with the demands of the position.

RECOMMENDED EXPERIENCE AND TRAINING:

Graduation from a standard senior high school and four years of progressively responsible office clerical experience; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

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REVISED: 03/26/76
09/15/95