

SENIOR LEGISLATIVE SECRETARY

DISTINGUISHING FEATURES OF THE CLASS:

This position involves the accurate performance of difficult transcribing and secretarial support duties for the legislative body of Dutchess County and assists the elected legislators in serving their constituency. Responsibilities include attending various Legislative Committee meetings such as Full Committee meetings, Sub-Committee meetings and Citizens Advisory Committee meetings to take verbatim records of legal proceedings. Work is performed under the general supervision of the Deputy Clerk and the Clerk of the Legislature. Independence is allowed in the organization and completion of work, subject to general instructions and outline of procedures from supervisors. The position may direct the work of aides, interns, temporary employees and other lower level employees. The work involves attending meetings during and after normal business hours.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares monthly Committee and Board meeting agendas, revising and updating as necessary during the committee process;
2. Oversees transmittal of adopted resolutions to all appropriate individuals and county, state and federal agencies;
3. Takes notes and drafts or transcribes minutes of Legislative committee meetings and Committee of the Whole minutes, including the verbatim recording of motions, amendments and resolutions;
4. Takes and transcribes verbatim records of Board meetings if Deputy Clerk is unavailable;
5. Performs non-routine research for legislators and compiles information into reports;
6. Prepares monthly committee sign-up sheets;
7. Provides training to and directs work of Legislative Stenographers;
8. Processes all office bills and balances office ledger.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of taking and transcribing of verbatim records at multi-person complex legal meetings;

Knowledge of the legislative procedures necessary to process the work of the legislative body such as agendas, resolutions, amendments and local laws;

Knowledge of office practices necessary for interacting with staff and the public, expediting unit work and filing and retrieving information;

Knowledge of computational skills to process and reconcile vouchers, verify calculations and balance accounts;

Knowledge of composition, spelling, punctuation and required formats necessary to develop correspondence or reports or correct such errors in the correspondence and reports of others;

Knowledge of software packages to produce a variety of legal documents and database management and spreadsheets to track information and produce reports;

Knowledge of automated systems for tracking legislative proceedings;

Knowledge of filing and indexing rules;

SENIOR LEGISLATIVE SECRETARY (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Ability to operate a wide variety of office equipment, including telephone consoles, computers, copiers and fax machines;

Ability to assist legislators in responding to constituency in difficult or non-routine situations;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Recommended)

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two years of full-time paid office and/or secretarial work experience which included keyboarding and dealing with the public;
- OR: (B) Four years of full-time paid office and/or secretarial experience which included keyboarding and dealing with the public;
- OR: (C) An equivalent combination of education, training and experience among the limits of (A) and (B) above.

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ADOPTED: 07/03/99

REVISED: 05/24/19 (previously Senior Legislative Stenographer)