

LEGISLATIVE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is a confidential position which functions independently for a municipality's town board. Responsibilities include complex clerical work and routine administrative duties on behalf of a town board. Work is performed under general supervision of the municipal town board with leeway allowed for independent decision regarding the application of the municipality's policy and procedure. Supervision over the work of others is not normally a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Conducts research and collects information on rules and regulations pertaining to legislative initiatives;

Researches New York State government websites and publications and updates members of the Town Board on current state and local news that may pertain to the town;

Corresponds and communicates with the public, press and various Town Departments on behalf of the members of the Town Board;

Corresponds and communicates with the Town Attorney, Labor Relations Consultant and Association of Towns regarding matters (including confidential) on behalf of the Town Board;

Corresponds and communicates with various New York State Departments and agencies on matters before the Town Board;

Collects and maintains budget data, figures and statistical information for members of the Town Board;

Prepares resolutions and local laws for the members of the Town Board;

Schedules meetings on behalf of the members of the Town Board;

Prepares and maintains files of a confidential nature for members of the Town Board;

Prepares various reports as needed for members of the Town Board;

Reviews mail and forwards to appropriate Town Board member;

Utilizes various computer software programs as needed to complete work;

May correspond, communicate and report all personnel transactions to the Personnel/Civil Service Department;

May serve as notary and notarize or serve as witness in the notarizing of legal documents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of legislative procedures necessary to process and carry out the work for a municipal Town Board such as agendas, resolutions, amendments and local laws; good knowledge of office practices necessary for interacting with the public, press and various state and local agencies; good knowledge of office terminology, procedures and methods; good knowledge of English and Business Arithmetic; good organizational abilities; ability to handle administrative details independently; ability to maintain a high degree of discretion and confidentiality; ability to prepare written material; ability to understand and apply written and oral directions; ability to utilize various computer software programs as needed; ability to meet and deal with the public; clerical aptitude; initiative and resourcefulness; tact, courtesy and integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's or higher level degree in Public Administration, Business Administration, Secretarial Science, or a related field and two (2) years of full-time paid, or its part-time equivalent, progressively responsible clerical work experience which included responsibility for administrative details; OR
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above ; OR
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

ULSTER COUNTY
3953 LEG AIDE
Classification: Competitive
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Adopted: January 21, 2016