

## CLERK - COUNTY BOARD

DISTINGUISHING FEATURES OF THE CLASS: Under direction of the Chairman of the Board of Legislators, this position is responsible for acting as the link between the legislature and the administrative arms of the County as well as serving in the capacity of official representative for the Board and performing the preparatory work for Board meetings and administering the office of the Board. Supervision is exercised over a small number of assistants. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares the calendar for Board meetings, including screening and organizing all communications, reports, resolutions, acts, etc., for proper insertion in the calendar;

Edits the proceedings of the Board of Legislators for printing, and distributes same;

Maintains records of Board actions and certifies validity of same when required;

Provides liaison between the Board and other persons and agencies, including County Department Heads and outside agencies and individuals;

Searches on proper request for pertinent Board actions and related material in response to inquiry from individual supervisors, committees, county departments, local authorities, et al;

Administers office detail for Board Chairman;

Prepares tax acts and equalization tables for the Board, apportioning taxes among County and the several districts;

Consolidates and maintains listings of exempt property in the local government units, certifies these lists and sees that they receive proper publication;

Handles details involved in connection with public hearings, special events and tours;

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Performs other duties, as assigned, by the Chairman of the Board.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of legislative procedures; thorough knowledge of the organization of the Westchester County Board of Legislators; good knowledge of the County Charter and Administrative Code as it relates to the County Board and its relations with the various county departments; administrative ability; ability to deal effectively with executive and legislative officials; good judgment; personal presence; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Sixty college credits\* and either: (A) seven years of supervisory or administrative experience, three of which shall have been in a government setting; or (B) a Bachelor's degree\* and five years of supervisory or administrative experience, three of which shall have been in a governmental setting; or (C) a satisfactory equivalent combination of training and experience.

\*SPECIAL NOTE: Education beyond the secondary level shall be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.  
J. C.: Unclassified†  
RHH

Job Class Code: C0272  
Job Group: XIII