

FLSA Status: Exempt/ Administrative 1/4/2010

DEPARTMENT: COUNTY LEGISLATURE  
CLASSIFICATION: UNCLASSIFIED  
APPROVED: \_\_\_\_\_

**CLERK – (COUNTY LEGISLATURE)**

**DISTINGUISHING FEATURES OF THE CLASS:** Serves as Clerk to the Legislature. Supervises preparation of the tax roles, clerical procedures and administrative work of the Legislature. Works under general direction of the Chairman of the Legislature in performing duties as provided by law. Exercises full supervision over a small number of employees engaged in clerical and administrative activities.

**TYPICAL WORK ACTIVITIES:**

1. Attends meeting of the Legislature, Committees and other miscellaneous meetings, prepares agenda of papers, head correspondence and refers to proper committees, records proceedings, resolutions and actions by the Legislature, preserving all acts, resolutions and records by the Legislature;
2. Confers with County Attorney, heads of County agencies, private attorneys, newspaper reporters regarding actions taken by the Legislature;
3. Supervises the preparation of reports, correspondence, resolutions and contracts for presentation to the Legislature;
4. Communicates with various local, State and Federal agencies, Senators, Assemblymen and Representatives with respect to legislation pertaining to Niagara County;
5. Supervises the keeping of records and papers open to public investigation;
6. Supervises staff in the preparation of the tax roles, preparing equalization tables, spreading the tax roles, coordinating and assisting town and city assessors, checking town budgets and collecting material to be put on the roles, certifies all tax roles to the County Treasurer;
7. Consults with County Attorney on general legal matters, procedural problems and preparation of resolution;
8. Supervises arrangements for printing and publishing and binding proceedings of the Legislature and other printed matter, checking proofs for accuracy;
9. Supervises the preparation and distribution of resolutions and communication material within and outside the County;
10. Communicates with private attorneys, contractors, State and City officials and general public on business matters for the Legislature;
11. Supervises staff in performing various administrative activities such as auditing and maintaining voucher control, keeping records of Rights-of-Way, checking, paying premium and filing insurance policies; issuing quarter reports to State for reimbursement, preparing department pay-rolls, maintaining record of County owned auto maintenance costs, maintaining books for general government departments, submitting monthly statement to Chairman of Finance Committee;
12. Coordinates with head of departments serving as clearing house and information bureau.

**GENERAL STATEMENT OF DUTIES:** Serves as Clerk to the Board of Supervisors; supervises preparation of the tax roles; supervises the clerical procedures and administrative work of the Legislature.

**SUPERVISION RECEIVED:** Works under general direction of the Chairman of the Legislature in performing duties as provided by law.

**SUPERVISION EXERCISED:** Exercises full supervision over a small number of employees engaged in clerical and administrative activities.