



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

NOTICE OF VACANCY

YATES COUNTY ANNOUNCES A VACANCY FOR: CLERK OF THE LEGISLATURE

Type of Appointment/Position Status/Classification:	Permanent/Full Time/Non-Competitive	Rate of Pay/Salary:	TBD Commensurate with Experience
Location:	Yates County Office Building	Negotiating Unit:	Non-Union/Exempt
Work Hours:	Full Time – 40 Hours	Vacancies:	1
Residency Requirement:	Waived		
Posted:	June 17, 2021	Application Deadline:	July 8, 2021

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing statutory duties imposed by County Law and other applicable laws or directives of the Legislature. Additionally, the Clerk functions as Chief of Staff to the Legislature to furnish research, investigative and clerical support to the Legislators as needed. The duties are primarily administrative, requiring the exercise of good judgment in dealing with the confidentiality of the subject matter. The Clerk must be knowledgeable of legislative procedure and protocol. General supervision is exercised over this position by the Chairman of the Legislature through informal discussions and conferences. The Clerk must be capable of dealing effectively with County department heads, officials, members of the public and County Legislators. The Clerk is appointed and serves at the pleasure of the Legislature. Does related work as required. May be assigned special projects.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Attends all Legislative meetings including statutory, standing and special committee meetings;
Calls organizational meeting to order and presides over such meeting until a chairperson is elected;
Takes a vote by roll call of the members of the Legislature when required by law, or upon the request of any Legislature member, and enters the results in the minutes of the proceedings;
Prepares agendas and notices for all Legislative and Committee meetings;
Directs preparation and distribution of agenda to Legislators, members of the press, department heads and staff;
Maintains audio, written and electronic records of all acts, local laws and proceedings of the Legislature including posting them on the County website, Intranet and in Laserfiche;
Determines and distributes resolutions and local laws accordingly after each meeting;
Certifies that the bound volume of proceedings is a true copy;
Provides clerical support to the Legislature, its statutory, standing and special committees;
Prepares the standard workday reporting resolution for all elected and appointed officials and submits it to NYS Comptroller's Office;
Oversees and administers the County Contract Policy and Procedures and maintains all contract records;
Maintains files, records and information according to prescribed records retention schedule;
Maintains records and administers all aspects of county wide office supply purchasing;
Maintains and oversees the County's various insurance plans by facilitating the bidding and annual renewal process and files claims as needed;
Prepares bid documents for office supply contract;
Issues licenses for all garbage haulers, takes complaints from the public and assures that licensed garbage haulers follow prescribed local laws, rules and regulations;
Maintains, records and is responsible for ordering, distributing and billing of copier, printer and computer paper;

Maintains master schedule and is responsible for the scheduling of the County Auditorium, 1037 Conference Room and Executive Session Room;
Coordinates household hazardous waste day and applies for and oversees the administration of associated grant funding;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of legislative clerical and administrative functions and operating practices and procedures, as well as state and federal laws/regulations that apply to County government;
Thorough knowledge of office software (i.e. word processing and spread sheet applications), the Internet, social media, web site technology, computer and office equipment;
Thorough knowledge of public document regulations regarding access to information;
Thorough knowledge of proper English grammar and punctuation;
Ability to communicate clearly, both orally and in writing;
Ability to be diplomatic when dealing with others, especially members of the public;
Ability to proofread own and others' documents to assure proper grammar, punctuation and message clarity;
Ability to maintain, manage and organize complex records;
Ability to multitask in order to complete assignments in a detailed, timely and organized manner;
Ability to work independently and maintain a high level of confidentiality.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency; AND
- b) Satisfactory completion of sixty (60) credit hours in the area of Business Administration, Business Management or a closely related field from a regionally accredited college or university; AND
- c) Two (2) years progressively responsible experience in administrative work preferably in a municipal government setting; OR
- d) Any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential duties of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Notary Public Certification is preferred but not required at the time of appointment. The incumbent must obtain the certification within one (1) year of being appointed.

PRE-EMPLOYMENT REQUIREMENTS:

All Yates County employees will be subjected to a background check, Workers Compensation medical physical, E-Verify Employment Verification, possible drug testing and, depending on the position, fingerprinting.

Yates County is an equal opportunity employer, and as such offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities, and in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.