

## **LEGISLATIVE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a confidential staff position that has responsibility for research and administrative staff work for the Legislature. Work is performed under the general direction of the Chair of the Broome County Legislature, however, assignments may be given by the Chair of various committees of the County Legislature. An employee in this class serves as a resource person to the County Legislature and acts as a communicator with the executive branch, including the Department of Law, with the Department of Audit and Control and with other departments as the need arises. Supervision may be exercised over subordinate personnel as determined by the County Legislature. An important aspect of this position is the generation and maintenance of open lines of communication and cooperation with the Clerk of the Legislature. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Attends Legislative and Committee meetings and may prepare reports of the meetings for the Chair of the Legislature;  
Prepares reports of Committee's favorable or unfavorable action on programs and proposals under consideration;  
Researches assigned areas and aspects of programs under consideration by the Legislature;  
Acts as a liaison between the Chair of the Legislature and the Committees of the Legislature, alerts committees about possible legislative problems;  
Researches, assembles and presents ideas, programs and techniques which are used by other Counties for the consideration of their adoption by Broome County;  
Assists in composing various resolutions on request of Committees or their Chair;  
Serves as a resource person to the Finance Committee on budget matters, keeps a record of legislative grant budgets;  
Acts as a liaison between the Legislature, County and State departments and municipal and community leaders, local organizations and the public;  
Examines State and Federal legislation to evaluate implications for the County and reports these findings to the County Legislature;  
Attends meetings with the Chair of the County Legislature and provides informational assistance when needed;  
May assist the Chair of the Legislature in community relation activities, representing him/her before the news media and the general public;  
Schedules meetings and conferences between legislators and private/public sector parties in matters pertaining to legislative functions;  
Prepares, edits and releases information or conducts news conferences for the Chair when so directed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONNEL**

**CHARACTERISTICS :**

Thorough knowledge of data gathering, data analysis and report writing techniques and procedures;  
Good knowledge of administrative principles and practices;  
Good knowledge of budgeting, finances and personnel procedures;  
Good knowledge of County organization and staffing methods;  
Good knowledge of public relations, principles and practices applicable to a government agency;  
Working knowledge of local government organization in New York State; Ability to present data and reports clearly and concisely in both oral and written form;  
Ability to interpret and coordinate the implementation of policy formulated by the Legislature;  
Ability to establish successful relations and communications with others;  
Good judgement;  
Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three years of experience in a managerial or administrative capacity in a governmental agency or business.