

LEGISLATIVE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is a confidential staff position that has responsibility for providing entry level administrative support to members of the Broome County Legislature. Work is performed under the general direction of the Legislative Assistant; however, assignments may be given by the Chair of the Legislature or 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 liaison with the executive branch, including the Department of Law, the Department of Audit and Control and with other departments as the need arises. Supervision is not a function of this position.

TYPICAL WORK ACTIVITIES:

Attends Legislative and Committee meetings and may prepare reports of the meetings for the Chair of the Legislature;
Handles constituent services and tabulates responses of constituents regarding programs and proposals under consideration;
Researches assigned areas and aspects of programs under consideration by the Legislature;
May act as a liaison between the Chair of the Legislature and the Committees of the Legislature or alerts committees about possible legislative problems;
Assists in researching 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;
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;
May prepare, edit and release information or conduct news conferences for the Chair when so directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS:

Good knowledge of data gathering, data analysis and report writing

techniques and procedures;
Working knowledge of administrative principles and practices;
Working knowledge of budgeting, finances and personnel procedures;

Working knowledge of County organization and staffing methods;
Working 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;
Ability to use computer applications and database software;
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 two years experience in a managerial or
administrative capacity in a governmental agency or business or an
equivalent combination of education and education.

Pending-Unclassified

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