

LEGISLATIVE SECRETARY

Department: Town Council

Classification: Unclassified

Specification Number: 1120

Approved: 11/4/2020

Revised: By JG

MINIMUM QUALIFICATIONS

This position is in the unclassified class; therefore, there are no minimum qualifications.

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible position distinguished by the confidential nature of its duties. The level of responsibility and complexity of duties is at a high level, working directly for the elected officials of the town board. Personal characteristics such as trustworthiness and compatibility with elected official philosophy are essential to satisfactory performance of the job.

TYPICAL WORK ACTIVITIES

Responsible for typing confidential correspondence for a town council member;

Receives, sorts and prepares incoming mail for council review;

Prepares written replies to inquiries;

Prepares and types agendas for all town board meetings;

Responsible for office supply inventory and reordering when necessary;

Responsible for maintaining accurate and up to date files of town board activities and correspondence;

Performs related work as required by the town council member

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the philosophy and methods of operations of a town board; ability to perform office duties in a confidential and responsible manner; ability to communicate effectively, orally and in writing; ability to establish effective working relationships with department heads, and the general public.