

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
Board of Representatives
Assistant Clerk (County Legislature)
\$53,927 - \$63,872
DATED: April 4, 2025
LAST DAY FOR FILING: April 18, 2025
EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the County Auditor/Clerk of the Board with the administrative and higher level clerical duties of the Board of Representatives and County Auditor/Clerk of the Board departments. The incumbent will perform a variety of duties using computer applications and software programs, provide services and information to County departments, other agencies and the general public, assist with preparing the departmental budgets and monitor, and perform other related duties. The Assistant Clerk will interact with the Board of Representatives, department heads, and other County officials as necessary. Supervision is exercised over the work of clerical support staff. Incumbent will work under the supervision of the County Auditor/Clerk of the Board, with leeway allowed for the exercise of independent judgement in planning and carrying out the details of the work. Performs other related duties as assigned.

EXAMPLES OF WORK: (Illustrative only)

- Assists the County Auditor/Clerk of the Board in the performance of administrative and higher level clerical duties in carrying out the directives for the County Board of Representatives;
- Acts as secretary to standing and special committees, prepares committee schedule and agendas, attends and records actions, motions, amendments, appointments, purchases, etc. at meetings and then transcribes meeting minutes;
- Assists in preparing purchase order requisitions, PO's, quotes, invoice entries, personnel and payroll data and records for the department;
- Assists with auditing of claims and/or county inventory;
- Assists in the certification process of local laws and resolutions;
- Assists FOIL Officer in carrying out duties required under the Freedom of Information Law;
- Assists with preparing of the Board meeting agenda, may attend and record actions from the Board meeting and transcribe accordingly;
- Assists the Clerk of the Board in the County contracting process;
- Assist in preparing applicable department budget, monitors budgetary accounts of expenditures and revenues;
- Conducts correspondence on matters where policies and procedures are defined;
- Assist with preparing the annual journal of proceedings including compiling all legislation and session minutes, formatting, maintaining the index;
- Assists with scheduling, notices, the maintaining of legislative calendar and records attendance;
- Answers inquiries and obtains information for Board members, department heads, vendors, etc. as requested;
- Assists with maintaining a variety of records and files of the legislature, Clerk of the Board, and auditor's office;
- Other duties as assigned by the Clerk of the Board/County Auditor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of office management terminology, local and state laws, processes, procedures and equipment of the Board of Representatives, County Auditor/Clerk of the Board office; good knowledge of a wide variety of computer applications and software such as spreadsheets, word processing and database application; knowledge of principles of government organization, function, laws, payroll, legislative process and policies; knowledge of budget process, auditing principals, financial practices, ability to communicate effectively both orally and in writing; ability to maintain records and documents in the organization and administration of office tasks; ability to deal effectively and professionally with all types of individuals; reliable, able to prioritize, organize, and work independently.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher and one (1) year of full-time work experience, or its part-time equivalent, in business administration, public administration, accounting, secretarial studies or a related field; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree and three (3) years of experience as described in (a) above; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (a) above; or
- (d) An equivalent combination of training and experience as described in (a), (b) and (c) above.

NOTE: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required work experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience up to one-half of the work experience required.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov