

Job Description

Legislative Assistant to the City Council

Responsible for research assignments, writing press releases, tracking legislation and working as liaison with various departments; must also answer inquiries and complaints from the general public.

Requires some college, must possess good writing and communication skills, as well as computer skills. Must work at least 25 hours per week and be available as needed for City Council meetings.

Distinguishing Features of the Class

Under the direction of the City Clerk and City Council members, advise the Council of current issues as well as aid the Council in the formulation of policies and positions. To serve as liaison between legal and City Clerk staff.

Essential Functions

Operation of typewriter, computer, facsimile, copier and other office equipment as needed;
Assists with the research and preparation of legislative items; may assist City Council in preparing resolutions and data for Council meetings; may assist with the preparation of the agenda for various meetings;
May receive visitors to the legislative offices and the general public answering requests for information and making appointments.

Knowledge, skills and abilities:

Cognitive Skills

Good knowledge of business and governmental agencies and organizations;
Good knowledge of general office terminology, procedures and equipment;
Good knowledge of the organization, function, applicable laws, policies and regulations as related to the City Council office;
Ability to communicate effectively;
Ability to handle routine office details without supervision; and must carry out both verbal and written instructions with high degree of discretion and good judgement
Ability to get along well with others and work effectively with a diverse group of people;
Tact, courtesy, initiative; resourcefulness; neat appearance; reliability.

Classification: Unclassified

Minimum Qualifications

- 1) Graduation from a regionally accredited or New York State registered two year college or university and two (2) years of general work experience involving public contact or
- 2) Graduation from high school and four (4) years of experience as described in (1) or
- 3) An equivalent combination of education/training and experience as defined by (1) and (2).