

## **LEGISLATIVE AIDE\***

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves maintaining effective communication and coordination among various boards and commissions, facilitating the seamless progression of legislation, and preventing scheduling conflicts or duplication of efforts. The appointment is made by the Mayor or Supervisor requiring approval from the village or town board of trustees. The role operates under the direct supervision of the Mayor or Supervisor, following guidelines established by the appointing authority and town board or village board of trustees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Participates in various boards and commissions meetings, addressing inquiries regarding the progression of legislation between each session;  
Assists applicants who are appearing before various boards and commissions and advises on the process and procedures for completing required documentation;  
Advocates for individuals encountering challenges with paperwork and procedures, providing clear explanations of required actions to be in compliance;  
Proposes adjustments and enhancements to procedures, meeting schedules, notice publications, etc. in order to increase efficiency of the legislative process;  
Provides routine updates to the appointing authority and/or town or village board on the activities of various boards and commissions, identifies potential issues with matters before said boards and commissions and recommends effective solutions;  
Ensures that the proper legal documents are prepared by the town, village and applicants who are appearing before various boards and commissions.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the policies and procedures of various town and village boards and commissions; good knowledge of town and village codes and ordinances; ability to maintain records; ability to establish and maintain cooperative relationships with others; ability to communicate effectively with others.

**MINIMUM QUALIFICATIONS:** Qualifications determined by the appointing authority.

\*This reflects a retitling of Legislative Aide (Village).