

## **SENIOR COMMITTEE CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work involving the responsibility for providing office support and coordinating, preparing and executing all communications, documents and records related to the County Legislature's committee meetings. The work also involves attending evening meetings. The work is performed under the supervision of the Clerk to the Legislature or Deputy Clerk. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Compiles and tracks the status of Legislative Committee Resolutions;  
Prepares and/or coordinates County Legislature committee(s) agendas;  
Prepares notices and correspondence for the Legislative committee(s);  
Prepares and distributes agendas, meeting notes and supporting documents to committee members in a timely manner;  
Attends and records minutes of legislative committee meetings, capturing key discussions, decisions and action items;  
Assists in the development and implementation of committee policies, procedures and guidelines;  
Conducts research and provides background information on topics to be discussed during committee meetings and additional follow up as required;  
Coordinates with relevant stakeholders to gather information and materials for committee meetings;  
Manages committee correspondence, including drafting and distributing letters, memos, and other communications;  
Ensures compliance with legal and regulatory requirements related to committee operations;  
Maintains and updates committee records including meeting minutes and agendas;  
Provides administrative support to committee chairs and members, such as scheduling meetings and coordinating logistics;  
May assist in preparing reports, presentations and other materials for committee meetings.

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

Good knowledge of office practices and procedures and office support services; good knowledge of office record keeping; ability to prepare written material; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others, including public officials.

**MINIMUM QUALIFICATIONS:** To be determined by the appointing authority.