

Chief Deputy Clerk of the Legislature Tompkins County

Department: Tompkins County Legislature
Classification: Unclassified
Labor Grade: Management Grade 85
Approved: 0
Revised: 08/14; 4/2026
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** two years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience in an office setting which must have involved typing using a personal computer and database systems; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college or university with an Associates Degree **AND** four years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience in an office setting which must have involved typing using a or personal computer and database systems; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time or volunteer) senior-level clerical experience that involved a personal computer and database systems; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting the Clerk of the Legislature in carrying out the statutory responsibilities of that Office. The Chief Deputy Clerk performs administrative and clerical duties necessary for the processing of official documents of the County Legislature. The Chief Deputy Clerk maintains a variety of Legislative records and assists in gathering data for reports or research. The work involves a wide variety of activities and projects within a field. Guidelines and policies are available only in terms of broadly stated program objectives, and cases may regularly require that new procedures or methods be developed or initiated. During absences, the Chief Deputy Clerk acts for and in place of the Clerk. Work is performed under the general direction of the Clerk of the Legislature and not usually subject to more than general administrative controls. An employee in this class may supervise and evaluate the work of support staff in the office. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Acts for and in place of the Clerk of the Legislature (Clerk) in their absence;
- Performs general office duties as necessary;
- Coordinates prepares and reviews resolutions and related meeting materials for formatting, accuracies, and compliance as necessary;
- Coordinates, prepares, and disseminates meeting agendas, resolutions, and other materials to members of the Legislature, government officials, agency representatives, county employees, media representatives, and members of the public of meetings by preparing agendas and other materials in accordance with the Open Meetings Law and county policies;
- Responsible for attending and taking minutes which may include important incidents such as motions, amendments, and discussions at committee and Legislature meetings as well as any other meetings the Clerk deems necessary;
- May prepare, write, edit, or proofread documents such as minutes, actions related to local laws and other legislation, resolutions, public hearings, notes of important incidents, and lengthy or complex narrative reports;
- Assists in the management of the departmental website and online public facing software with a focus on compliance;
- Manages and maintains records regarding the filling of advisory boards, councils, commissions, and committees through a detailed appointment procedure in compliance with Federal Law, New York State Law, County Charter, County Code, Rules of the Legislature, administrative policies, and other local rules;
- Assists in the review of advisory board bylaws to ensure they are in alignment with Federal Law, New York State Law, County Charter, County Code, Rules of the Legislature, administrative policies, and other local rules in conjunction with the County Attorney and Clerk
- Maintains a variety of records and files of legislative actions, minutes and correspondence;
- Answer inquiries, obtains information, and disseminates information to the inquiring public on issues before the Legislature as well as all phases of the Legislative process for members of the Legislature and the public as requested;
- Serves as Records Retention Officer for the Department;
- May serve as a system administrator for any meeting management or other departmental software and troubleshoot problems directly with program users and vendors
- May conduct training of County employees, Legislators, and department heads on software programs and process for submission of agenda items to the Legislature and its committees;
- Schedules and coordinates meetings and conferences between legislators and public/private sector parties in matters pertaining to legislative functions as necessary;
- Coordinates activities across departments or agencies which require clarification of policies, programs, projects, or matters requiring inter-agency or department cooperation;
- Assists in the evaluation, coordination, and implementation of changes in department policies, procedures, and the use of software to achieve higher efficiency;
- Prepares department budget for review by the Clerk;
- Performs research and responds to requests by Legislators and the Clerk;
- May perform research, assemble and present ideas, programs, and techniques which are used by other counties for the consideration of their adoption by Tompkins County;
- Prepares and edits correspondence and memorandums, compiles reports and other research materials using a word processor or personal computer for Legislators and the Clerk; Present data and reports in a clear and concise manner both orally and in writing;
- Assists in the preparation of the County "Journal of Proceedings";
- Responsible for grant writing and serves as project director for all department grants received through State Archives and Records Administration
- Prepares and publishes legal notices as required to be noticed in the County's designated newspaper(s), online, and any other location as directed;
- Acts as liaison between Legislators, Department heads, outside agencies, and County personnel;
- Clarifies county policies and procedures pursuant to Federal Law, New York State Law, County Charter, County Code, Rules of the Legislature, administrative policies, and other local rules to County staff and heads of public agencies as requested;
- Assists in filing of a variety of records, legislation, and other official documents including but not limited to local laws, home rule requests, and other legislation, with the appropriate New York State offices and agencies;
- Disseminates information to the inquiring public on issues before the Legislature as well as all phases of the Legislative process;
- Supervises and evaluates the work of support staff in the office and Legislature interns;
- Responsible for support staff scheduling and organization of a variety of departmental activities as necessary;
- Assists the Clerk in the interview process for filing vacant positions in the office.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the legislative process of the Tompkins County Legislature;
- Thorough knowledge of parliamentary procedures, the Rules of the Tompkins County Legislature, and Roberts Rules of Order;
- Working knowledge of the organization, structure and functions of county government and departments;
- Working knowledge of format for Legislative documents, papers and minutes;
- Working knowledge of filing procedures used in Clerk's office;
- Working knowledge of business math and basic accounting procedures, especially as they relate to municipal budgets and the County budget in particular;
- Excellent written and oral communication skills;
- Good technical skills with the ability to troubleshoot software and technical issues related to office computers and a familiarity of template designs and merge fields;
- Ability to understand, interpret, and apply a wide variety of federal, state and local laws, rules and regulations;
- Ability to take dictation and transcribe same;
- Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed as well as research technical problems relating to layout and format;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to exercise confidentiality of sensitive issues and documentation;
- Ability to analyze and resolve complex problems;
- Ability to present ideas clearly and effectively;
- Ability to secure facts through observation, interview, and investigation, and to analyze and evaluate information secured;
- Ability to plan and supervise the work of others;
- Ability to research and organize data to prepare correspondence and reports;
- Ability to perform all the duties of the Clerk of the Legislature in the Clerk's absence;
- Ability to establish and maintain effective working relationships;
- Ability to follow oral and written directions;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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