

Legislative Assistant Tompkins County

Department: Tompkins County Legislature

Classification: Competitive -Pending Jurisdictional Classification

Labor Grade: Confidential 62

Approved: 9/2025

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree AND two (2) years of full-time paid (or the equivalent part-time) experience in a senior level clerical position; OR
2. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree AND four (4) years of full-time paid (or the equivalent part-time) experience in a senior level clerical position; OR
3. Graduation from high school or possession of a high school equivalency diploma AND six years of full-time paid (or the equivalent part-time) experience in a senior level clerical position; OR
4. 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:

This is a confidential staff position that would be primarily responsible for legislative research, drafting legislation, and related legislative administrative staff work for the Tompkins County Legislature. Work is performed under the general direction of the Clerk of the Tompkins County Legislature and as requested by Tompkins County Legislators. An employee in this class serves as a resource person to the County Legislature, Clerk of the Legislature, and other county departments as the need arises. The candidate will maintain a variety of Legislative records and assists in gathering data for reports and research. The candidate must interact with department heads, County staff, heads of public/private agencies, a wide range of elected officials as well as constituents when carrying out assignments. An important aspect of this position is the generation and maintenance of open lines of communication and cooperation with the Clerk of the Legislature. The employee must be able to exercise a considerable level of autonomy and independent judgement when solving problems. Considerable interpersonal skills are necessary in order to perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Attends Legislative and Committee meetings and may prepare reports of the meetings as assigned;

Researches assigned areas and aspects of programs under consideration by the Legislature;

Researches, assembles and presents ideas, programs and techniques which are used by other Counties for the consideration of their adoption by Tompkins County;

Assists in composing various resolutions as requested by Legislators or the Clerk of the Legislature;

Schedules meetings and conferences between legislators and private/public sector parties in matters pertaining to legislative functions as assigned;

May assist in the coordination, preparation, and dissemination of 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;

May prepare minutes of legislative and other meeting groups as assigned;

May write, edit, and proof important documents such as minutes, including notes of important incidents such as motions, seconds, amendments, important discussions, appointments, etc.;

Schedules and coordinates meetings as requested;

Maintains a variety of records and files of legislative acts, minutes, and correspondence;

Writes or edits lengthy, complex narrative reports;

Prepare and review resolutions for formatting, accuracies, and compliance;

Assists in the process of filling appointments to advisory boards, councils, commissions, and committees in accordance with complex appointment processes and procedures in compliance with the Rules of the Legislature, County Charter, and Administrative Policies;

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, and Administrative Policies

Assists in publishing legal notices as required in the County's designated newspaper(s)

May update or maintain Department website

Prepares and edits correspondence, memorandums, reports and other documents using a word processor or personal computer for Legislators, the Clerk or the Office

Answers the telephone and takes messages

Answers 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;

Explains County policies and procedures pursuant to the Charter and Code, Rules of the Legislature, resolutions, laws, etc. to County staff and public agencies as requested;

Assists in the coordination of activities across departments or agencies which require clarification of policy programs, projects or issues requiring inter-agency or department cooperation

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the legislative process of the Tompkins County Legislature;

Working knowledge of parliamentary procedure and the Tompkins County Legislature's Rules of Order;

Thorough knowledge of the organization, structure, and functions of County government and departments;

Working knowledge of filing procedures utilized in the Office;

Thorough knowledge of data gathering, data analysis and report writing techniques and procedures;

Good knowledge of administrative principles and practices;

Good knowledge of public relations, principles and practices applicable to a government agency;

Working knowledge of local government organization in New York State;

Ability to present data and reports clearly and concisely in both oral and written form;

Ability to interpret and coordinate the implementation of policy formulated by the Legislature;

Ability to establish successful relations and communications with others;

Good judgement in solving complex clerical and administrative problems;

Physical condition commensurate with the demands of the position.

Assists in the evaluation and implementation of changes in department policies and procedures to achieve higher efficiency

Working knowledge of business arithmetic and basic accounting procedures as they relate to municipal budgeting;

Assist in the preparation of the departmental budget;

Thorough knowledge of format for Legislative documents, papers, and minutes;

Thorough knowledge of filing procedures utilized in the Office;

Ability to understand, interpret, and apply a wide variety of federal, state, and local laws, rules, and regulations;

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 perform research and organize data for the preparation of correspondence and reports;

Ability to carry out complex written and oral directions;

Ability to operate a FAX machine for County business and a reel to reel recorder;

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;

Originally created 9/2025