

**TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Chief Deputy Clerk of the Legislature

SALARY: Hire Rate (2026 Annually): \$81,307.20 / Work Rate after 9 months (2026 Annually): \$85,571.20

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 04/16/26

THE FINAL DATE TO FILE APPLICATIONS: 05/10/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 05/11/26

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

The Clerk of the Tompkins County Legislature is seeking a skilled Chief Deputy Clerk to assist in the management of complex administrative functions for the office of the Tompkins County Legislature. The Chief Deputy Clerk will play a vital role in upholding public transparency and keeping the constituency informed about local laws and legislative initiatives affecting the community while ensuring compliance with New York State Open Meetings Law. Key responsibilities include supervision of office staff and daily office operations such as preparing meeting agendas, minutes, and resolutions. The Chief Deputy Clerk is authorized to act on behalf of the Clerk of the Legislature in their absence.

Position: Chief Deputy Clerk (Full Time)

Salary:

• Hire Rate (2026 Annually): \$81,307.20 / Work Rate after 9 months (2026 Annually): \$85,571.20

Qualifications include proven administrative and supervisory experience, a strong knowledge of legislative and parliamentary procedures, and a commitment to high standards of ethical behavior. If you are detail-oriented and have strong communication skills and a desire to serve the public, we want to hear from you.

How to Apply:

Please submit your application through the Tompkins County employment portal. Be sure to include a resume and cover letter explaining your interest in the position and relevant experience.

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.

Originally created 03/13/06

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â•

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850