



**MONTGOMERY
COUNTY^{NY}**

Made of Something Stronger

Human Resources

Personnel • Civil Service • Employee Benefits

Nicole Yaggle

Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

CLERK OF THE LEGISLATURE

SALARY: \$61,931

DEPARTMENT: LEGISLATURE

LAST FILE DATE: 10/5/2023

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the day-to-day administration of the Office of the Montgomery County Legislature. The Clerk maintains the official records of all proceedings of the Legislature and is responsible for insuring that all proceedings and records meet legal requirements and are kept as prescribed by law. The work is performed under the general direction of the Montgomery County Legislature. An incumbent has frequent contact with a wide range of county officials in carrying out assignments. Supervision may be exercised over clerical and other staff of the Legislature. The incumbent will perform all related duties as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County. Please provide a copy of your driver's license (front and back) for proof of residency.

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school and five years of office clerical experience.

SPECIAL REQUIREMENT:

This position is considered to be a Public Officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Montgomery County.

NOTE: This "Unclassified" appointee serves at the pleasure of the Legislature. A civil service job description would not normally be required. However, this Job specification was created to maintain a standard of expectations.

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.