

JOB DESCRIPTION FOR ASSISTANT TO THE CLERK OF COUNCIL

POSITION: Assistant to the Clerk of Council, Luzerne County, PA.

TYPE: Part-time position in the legislative branch, exempt service classification (at-will employee)

ANNUAL SALARY: \$18-21 per hour. FLSA excluded (legislative employee)

HOURS: Up to 20 hours per week on flexible schedule, following Luzerne County Courthouse calendar of operation.

Directly supervised by the Clerk of Council and/or the Chair of County Council.

DESCRIPTION

This is staff work performing varied assignments as an assistant to the Clerk of Council.

This employee is responsible for performing a wide variety of staff assignments, many of which have a significant effect upon departmental policy. Work may include basic office tasks, preparation of documents, and other duties as assigned by the Clerk of Council. Assignment requires familiarity with the functions of the office of Clerk of Council, legislative government operation, and government structure and protocols.

The Assistant to the Clerk of Council works at the direction of the Clerk of Council and reports to the Clerk of Council. The Assistant to the Clerk of Council serves at the pleasure of County Council and shall be subject to the same terms, restrictions, and prohibitions provided in the Luzerne County Home Rule Charter Section 2.09 (A) 7 for the Clerk of Council.

Required Knowledge, Skills and Abilities

- Ability to carry out assignments requiring the organization of material
- Proficiency with office productivity programs and technology
- Minimum (2) years experience in office work, OR any equivalent combinations of experience and/or training.
- Positive interpersonal skills