

**RESOLUTION R-2021-131
LUZERNE COUNTY COUNCIL**

*A Resolution of Luzerne County Council to Modify Resolution 2021-101 and Establish
an Assistant Position in the Office of Clerk of County Council*

WHEREAS, the County Council unanimously approved Resolution 2021-101, providing for an Administrative Assistant position to the Clerk of Council to assist the Clerk of Council in fulfilling the duties and responsibilities of the Office;

WHEREAS, the County Council desires to change the parameters of the position, including the position name and terms and conditions of employment from those defined in Resolution 2021-101;

NOW, THEREFORE, BE IT RESOLVED, the County Council hereby modifies the parameters of the position created by Resolution 2021-101. The position shall be identified as "Assistant to the Clerk of Council." The position shall be a part-time exempt service position with an hourly rate of pay, with a job description as defined on the attached document. The position shall be created and filled in accordance with the County Personnel Code and Personnel Policy, and the Assistant shall serve at the pleasure of County Council. The Assistant to the Clerk of Council shall be subject to the same terms, restrictions, and prohibitions provided in the Luzerne County Home Rule Charter Section 2.09 (A) 7a for the Clerk of Council.

BE IT FURTHER RESOLVED that the duties and responsibilities of the position of the Assistant shall be to assist the Clerk of Council in the operation of the office and the performance of duties as outlined in the Luzerne County Home Rule Charter in Section 2.09 (A) 7, and the Assistant shall work at the direction and under the supervision of the Clerk of County Council and the Chair of Council.

This Resolution shall become effective upon adoption.

ADOPTED at a meeting of Luzerne County Council held October 12, 2021.

ROLL CALL VOTE (9-1) with (1) Abstention

YES: Haas, Houck, McDermott, McGinley, Perry, Radle, Saidman, Schnee and Vough

NO: Griffith

ABSTAINED: SJ Urban

Attest: _____

Sharon Lawrence, Clerk of Council

LUZERNE COUNTY COUNCIL

By: _____

Tim McGinley, Chair

LUZERNE COUNTY MANAGER

By: _____

Romilda P. Crocamo, Esq.,
Acting County Manager

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

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