

**LUZERNE COUNTY
Job Description**

Position Title: Clerk to County Council

Department:

County Council

Reports to: Council Chair

FLSA Status:

Exempt

Essential Duties and Responsibilities: Clerk of County Council is the position responsible for recording and filing the proceedings and papers of County Council, attesting to all official actions of County Council, and possessing related powers and duties. The Clerk of County Council shall record and file the proceedings and paper of County Council, attest to all its official actions, and retain the statutory duties of the Chief Clerk as they relate to legislative functions to the extent they are not inconsistent with the provisions, spirit, and purpose of this Charter. The Clerk of County Council shall perform and carry out any and all other duties and responsibilities assigned by this Charter, the Administrative Code, other ordinance, resolution, or motion of County Council, the Chair of County Council, or applicable law. The Chair of County Council or his/her designee shall supervise the Office of Clerk of County Council. Other members of County Council shall deal with the Office of Clerk of County Council and its employees through the Chair or his/her designee.

Minimum Knowledge, Skills and Abilities Required	
Education/Experience:	<p>Preferred:</p> <ul style="list-style-type: none"> • Bachelor’s degree in related field • Five to seven years administrative experience in government, preferably at the county level. <p>Education, in public administration may be substituted for up to one year of experience.</p> <p>Also accepted for application are those with an equivalent combination of acceptable training and experience, which has provided the knowledge, skills and abilities cited above.</p>
Skills/Abilities:	<p>Proven skills in administration and innovative problem solving techniques, effective customer service and strong interpersonal skills.</p> <p>Ability to express ideas and communicate on technical and/or administrative subjects, both orally and in writing.</p>

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This is not a comprehensive listing of all responsibilities and duties that may be assigned by the Council Chair.