

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** VILLAGE LEGISLATIVE ASSISTANT

**TITLE #:** 1932

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of a specialized nature which involves maintaining liaison among various Village Boards and Commissions, ensuring the smooth transition of legislation from one to the next and avoiding delays caused by scheduling or duplication of effort. Appointment is made by the Mayor subject to the approval of the Village Board of Trustees. The work is performed under the direct supervision of the Mayor in accordance with guidelines established by the Mayor and Village Board. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Meets with village residents and assists applicants appearing before various boards and commissions as to proper completion of all necessary paperwork and step-by-step procedure for processing same;

Acts as ombudsman for those individuals having problems with paperwork and/or procedures, explaining necessary actions and assisting individuals in complying with same;

Attends all meetings of Village Boards and Commissions, and answers any questions concerning the movement of legislation between each;

Suggests changes and/or modifications in procedures as well as meeting schedules, publication of notices, etc. in order to expedite legislation;

Ensures proper legal notices are prepared both by the Village and applicants appearing before the various boards and commissions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the policies, procedures and jurisdiction of various Village Boards and Commissions; good knowledge of village codes and ordinances; ability to establish and maintain effective working relationships among various boards and commissions; ability to work well with public officials and constituents; ability to compose, review, edit, and proof read correspondence, reports and other written material; ability to work with others; resourcefulness; initiative; sound judgment; discretion; tact; accuracy; physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:** Any combination of training and experience deemed acceptable by the Appointing Authority.

**SUGGESTED STANDARDS:** Graduation from high school or possession of a high school equivalency diploma and two (2) years of staff or administrative support experience which shall have included the regular use of word processing equipment and other business applications.

**JURISDICTIONAL CLASSIFICATION:** Competitive.

**Approved in the Unclassified Service for Village of South Blooming Grove.**

ADOPTED: 2/22/2021 AT