DEPUTY CLERK TO TIOGA COUNTY LEGISLATURE

JOB CODE: 6000
DEPARTMENT: Tioga Co. Legislature
CLASSIFICATION: Unclassified
SALARY GRADE: Management/Confidential
ADOPTED: 4/7/89, 05/12; 04/17; 07/19, 1/20, 10/2026 Tioga Co. Civil Service

PUBLIC OFFICER; no term

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing accurate financial review, legislative administration, and office support functions in the Office of the Clerk of the Legislature/County Auditor. The Deputy assists the Clerk in carrying out statutory responsibilities, processes official legislative documents and records, and examines Accounts Payable and purchasing transactions for accuracy, completeness, proper authorization, and compliance with County policies and legal requirements before payment approval. The Deputy is appointed by and serves at the pleasure of the Clerk and acts for and in place of the Clerk during absences, requiring sound judgment, discretion, independent follow-through, and the ability to manage competing deadlines, as errors may affect financial accuracy, legislative operations, or statutory compliance. The position requires frequent interaction with legislators, department heads, vendors, and other officials. Work is performed under the direct supervision of the Clerk of the Legislature/County Auditor. The incumbent in this classification is designated by the Legislature to also serve as Deputy County Auditor and assist in the review of various purchase order and P-card transactions. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Examines vouchers, invoices, purchasing card transactions, and supporting records for accuracy, completeness, and proper authorization before payment;
- Perform weekly imports of purchase card transactions from the banking institution into the County's financial management accounting system;
- Prepares the weekly Accounts Payable check run in the County's financial management accounting system;
- Verifies invoice calculations, credits, sales tax treatment, receipt of goods or services, and adequacy of supporting documentation; identifies duplicate payments, unusual charges, and discrepancies;
- Reviews purchasing transactions for compliance with County procurement policies, quote and bid requirements, purchase orders, contracts, and legislative approvals, as applicable;
- Obtains corrections, approvals, and supporting records from departments and vendors; documents concerns, follows up, and refers disputed or policy-sensitive matters to the County Auditor.
- Uses the County's financial management accounting system to research vendors, purchase orders, and payment history; responsible for vendor establishment and verifying required forms.
- Supports internal controls, consistent auditing practices, and provides Accounts Payable guidance for departments, and conducts staff training upon request
- Prepares, reviews, proofreads, and distributes agendas, resolutions, local laws, minutes, notices, correspondence, and other legislative materials.
- Coordinates Legislative Worksession materials and monthly agenda preparation; attends Legislative meetings and Worksessions, prepares accurate and timely official minutes for the monthly Worksessions.
- Processes adopted resolutions and local laws, maintains indexes and records, enters information into designated systems, and posts approved materials to County platforms.
- Coordinates legislative calendars, meeting notices, publication and filing tasks; maintains accessible, accurate paper and electronic records.
- Communicates with Legislators, Department Heads, staff, and the public; research issues and assists with reports, special projects, and procedural updates.
- Process and distribute daily Legislative Office mail.
- Assists with office budget records and transfers, payroll backup, records retention, fixed assets, website content, purchasing, supplies, and travel arrangements.
- Serves as first point of contact and provides front-office service;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of accounts payable practices, invoice verification processes, financial documentation requirements, and basic

internal controls; working knowledge of purchasing procedures and ms office software programs; ability to learn county policies, financial systems, legislative systems, and applicable legal requirements to ensure accuracy and compliance; ability to review detailed financial transactions, perform calculations, identify discrepancies, and exercise sound judgment; ability to recognize and report errors, seek clarification when information is incomplete or inconsistent, and perform timely follow-up to ensure accurate processing; ability to prepare accurate agendas, minutes, and resolutions; ability to work independently and collaboratively; ability to follow oral and written directions; ability to communicate effectively in writing and orally; ability to multitask and prioritize work; confidentiality, tact, courtesy, professionalism; strong proofreading, organizational, time-management, and interpersonal skills;

PREFERRED QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time experience (or part-time equivalent) in Accounts Payable, financial transaction review, auditing support, purchasing compliance, administrative records, and preparation of official meeting minutes. Experience with local government, financial systems, and Legislative or Board administration is desirable.