



## **St. Lawrence County Government is recruiting a Deputy Clerk to the Board of Legislators**

There are two (2) Deputy Clerks to the Board of Legislators and this role involves assisting the County Administrator and the Board of Legislators with the responsibilities of the Office. The position works closely with all department staff to support daily operations and activities. The Deputy Clerks prepare all committee and board meeting agendas, resolutions, local laws, minutes, and annual proceedings for the County. There are Monday evening obligations to attend committee and board meetings to make the official record of the minutes. This obligation is shared between two Deputy Clerks. Additional duties include; managing all clerical functions for the County Administrator/Clerk to the Board of Legislators and the Board of Legislators. This position also will update the website, plan and coordinate travel, provide assistance with event planning, and any related work as required.

Work is performed under general supervision of the County Administrator.

**Compensation:** Management Band III range is \$62,894 - \$77,258 with placement offered according to qualifications and experience with competitive benefits that include: health insurance with a buy out option, dental & vision insurances, life insurance option, NYS Retirement, access to NYS Deferred Compensation and Public Service Loan Forgiveness, and a generous accrual structure with access to personal, vacation, sick and compensatory time as well as twelve (12) holidays.

**Minimum Qualifications:** Please visit [www.stlawco.gov/Departments/HumanResources](http://www.stlawco.gov/Departments/HumanResources) for the qualifications.

**Application Deadline:** COB Friday, May 17, 2024. You can now submit an application online at the County website listed below or submit a letter of interest with application/resume to:

St. Lawrence County Administrator  
Attn: Ruth A. Doyle  
48 Court Street, Canton, New York 13617  
Or email: [SLCCOAdmin@stlawco.gov](mailto:SLCCOAdmin@stlawco.gov)

Applications can be obtained by contacting Human Resources (315) 379-2210 (AA/EEO) or from the Job Postings at [www.stlawco.gov/Departments/HumanResources](http://www.stlawco.gov/Departments/HumanResources)



**SUGGESTED MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associates' degree and three (3) years of clerical or administrative experience; **OR**:
- B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and five (5) years of experience as described in (A) above.