

ASSISTANT LEGISLATIVE OFFICER

NATURE AND VARIETY OF WORK

This is professional and specialized, technical staff work, (1) assisting the Legislative Officer in the legislative staff activity of the County Council, and (2) independently performing other responsibilities such as the editing and publishing of the Prince George's County Code. The Assistant Legislative Officer performs the work of a legislative attorney in preparing legislation, codifying Council enactments, undertaking legal research, and drafting special correspondence. Many of the responsibilities of the position are carried out in conjunction with the Legislative Officer and subject to review by that position. Many other functions are independent and require the Assistant Legislative Officer's initiative and judgment.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Receives requests for legislative drafting from Council Members and Legislative Aides, Council Administrator, Legislative Officer and other County Offices; places into proper bill form using appropriate language for legal effect and for codification.

Reviews, in conjunction with legal review by Legislative Officer, bills, resolutions, and committee amendments for format and legislative adequacy.

Edits the County Code; incorporates all newly adopted acts and ordinances; maintains the master copy of the Code with every current Section change; prepares editorial copy for Code Supplements; supervises typography, galley and page proofs, and printing of the Code; institutes procedures to save time and money in codification process.

Initiates and maintains Legislative Reference Manual, containing Council Rules of Procedure, Index to Zoning Procedures, and a Form Guide for bills and resolutions.

Drafts correspondence on special matters for Chairman and Members of the Council and Council Administrator.

Answers requests for information concerning provisions of the Code and newly enacted legislation.

Conducts legislative and legal research for or in conjunction with Legislative Officer.

In absence of Legislative Officer, assumes all responsibilities delegated to that position.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

Required Knowledges, Skills and Abilities:

Knowledge of the functions and activities for the County government, and of bi-County, State, and Federal governing bodies that deal with the County.

Extensive knowledge of legislative law, policies and procedures.

Extensive knowledge of legal research and methods.

Skill to independently prepare all editorial materials for County Code.

Ability to perform general and administrative assignments of a difficult and complex legal nature and to exercise general judgment in their performance of such duties.

Ability to do legal review and research, to draft legislation, and to handle increasingly difficult legislative assignments.

Ability to supervise a subordinate staff in the accomplishment of legislative initiatives and programs.

Ability to edit and maintain both the County Code and the Council Legislative Reference Manual.

MINIMUM QUALIFICATIONS

Must possess a Master's Degree in Public, Business Administration, Political Science or a related field plus at least two (2) years of experience in responsible positions involving legislative work. Equivalent combinations of education and experience will also be considered.

REVISED: 6/88