

Notice of Job Opening

Position: Legislative Aide

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position's civil service jurisdictional classification is exempt.

Department: City Clerk/Common Council

Vacancies to be filled: 1

Rate of Pay: \$53,780 - 76,060 Annually
Commensurate with qualifications and experience

Schedule: Monday – Friday
8:30 AM - 5:00 PM w/evening meetings

Application Deadline: Until Filled

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Preference: Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Monday, August 31st, 2026

LEGISLATIVE AIDE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as a aide to the Common Council, working closely with the members of the Council under the direction of the President Pro Tem and the Clerk of the Council. The incumbent performs administrative and clerical functions for the Council as assigned by the President Pro Tern and Council Members to ensure the proper and efficient functioning of the Council, compliance with applicable laws, and effective communication with the public and other elected officials. Attendance at Common Council meetings is required. Supervision of others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assist with the legislative process including the scheduling and noticing of all meetings, and the timely preparation of meeting minutes;
- Attend and report on Common Council meetings and caucuses, and draft committee reports and prepare committee-related correspondence as requested by the Chair of Council Committees or President Pro Tern;
- Assist the Policy Analyst with research to inform pertinent legislation upon request;
- Assist with the preparation and distribution of Committee and Council meeting packets;
- Assist with the recording of Committee and Council meetings and maintaining files;
- Assist in the preparation of official correspondences for the Council;
- Assist in the gathering and compiling of necessary information from City and other departments and resources as needed by Council members to inform the consideration of legislation, budgets, and other city-related issues;
- Assists in the receipt, analysis and response to a variety of correspondence, usually of a confidential and/or non-routine manner;
- Assist in the performance as needed for the proper and efficient functioning of the Council and interaction with city agencies;
- Assists with the management of the office and responses to constituent correspondences
- Assists in the regularly update and maintenance of council adopted social media sites pertaining to Council matters;
- Does related work as required and assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the legislative processes, laws and regulations governing the actions of the Common Council;
- Interacts professionally with members, peers, constituents, and the general public
- Maintains professionalism in any and all circumstances
- Communicates effectively both orally and written with a good knowledge of business English, spelling and punctuation;
- Good computer skills, including proficiency with excel, word processing and desktop publishing, and legislative software;

- Proficient in organizational and time-management skills;
- Ability to maintain records in a concise and organized manner;
- Ability to work independently;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. A Bachelor's degrees in an area that demonstrates extensive research and writing skills- for example, public administration, political science, or a related field; **OR**
- B. An Associate's degree in an area that demonstrates extensive research and writing skills- for example, public administration, political science, or a related field and two (2) years' experience in legislative process; **OR**
- C. Graduation from high school or possession of an equivalency diploma and five (5) years of experience working in the areas of law, education social work, public health, housing, public policy or related field; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.