

SECRETARY TO THE DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of complex and confidential clerical, secretarial and administrative support functions for the District Attorney. The position involves the performance of a variety of tasks requiring the exercise of independent judgement and a general understanding of legal procedures and administrative policies, as well as a high degree of accuracy, performance and tact. The work also involves responsibility for assisting the District Attorney and Assistant District Attorney with the preparation of all legal papers. Work is performed under the general supervision of the District Attorney or Assistant District Attorney, with leeway allowed for the exercise of independent judgement in planning and carrying out the details of the work. Supervision may be exercised over subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Types confidential correspondence, letters, memoranda, reports and other materials for District Attorney and Assistant District Attorney;

Composes and types correspondence on matters where policies and procedures have been defined;

Takes, transcribes, and types dictation of letters, memoranda, reports, and other materials related to the District Attorney's office;

Types, processes, indexes, sorts, records, and maintains confidential and regular correspondence, including affidavits, subpoenas, legal briefs, search warrants and arrest warrants necessary for the operations of the of the Attorney's office;

Uses typewriter, word processor and/or personal computer to type materials from copy, rough draft, dictating machine and other detailed instructions;

Answers telephone and schedules appointments;

Receives callers and visitors to determine the nature of the inquiry and refers them to the proper persons, and

Answers requests for various information from the general public, judges, court clerks, attorneys, jurors, etc.;

Maintains employee personnel files and records;

Trains new office clerical and secretarial staff;

Orders office supplies and maintains inventory of supplies and equipment;

Makes travel arrangements including cash advances, travel vouchers and room reservations;

Obtains legal reference material when requested;

Keeps complex records of activities of the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of general legal principles, practices, and procedures;
Thorough knowledge of office procedures, terminology and equipment;
Thorough knowledge of business arithmetic and English;
Working knowledge of the organization and functions of the District Attorney's office;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to understand and carry out complex oral and written instructions;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to transcribe dictation at an acceptable rate of speed;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
Ability to perform close, detail work involving considerable visual effort and strain;
Integrity;
Confidentiality;
Good judgment.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science or a closely related field and two years of legal clerical experience in an office setting which involved using a typewriter, word processor or personal computer and transcribing of dictation; OR
- B) Four years of legal clerical experience in an office setting which involved using a typewriter, word processor or personal computer and transcribing of dictation; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.