

ASSISTANT SECRETARY - DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for various secretarial and administrative support tasks of a highly sensitive and confidential nature requiring the exercise of independent judgment in the application of established practices and procedures consistent with the philosophy of the District Attorney. Supervision may be exercised over lower level clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and proofreads correspondence, reports, press releases and memoranda for the District Attorney;

Schedules staff meetings and conferences, providing information and documentation on issues;

Maintains detailed confidential files and records of activities in the District Attorney's Office;

Researches and compiles information from files and other data sources;

Orders and maintains adequate supplies in support of office activities;

Answers inquiries and requests for information, or directs them to appropriate staff members for resolution;

Types and edits correspondence, legal briefs, orders, reports, and other statistical data;

Performs related administrative and clerical tasks to insure the smooth operation of the office.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern office procedures and practices, including confidential filing systems, automated office technology and other support services; thorough knowledge of English grammar and usage; ability to communicate effectively, both orally and in writing; ability to understand and carry out complex oral and written directions; ability to evaluate sensitive situations and adopt an effective course of action; ability to get along well with others; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; accuracy; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; resourcefulness; integrity; neat personal appearance; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) three years of legal secretarial experience; or (b) three years experience in which the primary function of the position was preparing or processing legal forms or documents in a law office or legal environment using electronic equipment; or (c) completion of 30 credits* at a recognized college or business school may be substituted for each year of the above stated experience to a maximum of two years.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Exempt†
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Job Class Code: C0141
Job Group: VIII