

CONFIDENTIAL SECRETARY TO THE DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the District Attorney, the incumbent in this position performs executive legal secretarial tasks; relieving the District Attorney of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities from other County department heads, local and state officials, attorneys, judges, the press, and the general public. The incumbent is appointed by the District Attorney and serves at the discretion of the District Attorney. This position must exercise a considerable amount of independent judgment in providing effective administrative and clerical support. Supervision may be exercised over clerical and secretarial support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive legal secretarial tasks for the District Attorney and some administrative staff, including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the District Attorney and staff;

Uses automated office systems to prepare letters, legal documents and reports;

Maintains calendar of appointments for the District Attorney, ensuring the District Attorney is apprised of all appointments and changes as well as matters requiring immediate attention;

Screens complaints and inquiries from employees, public officials, the press and the general public addressed to the District Attorney; gathers appropriate material from the District Attorney and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;

Opens and screens mail addressed to the District Attorney, answers routine mail independently and routes other mail with background material as necessary;

Maintains all files for the District Attorney, ensuring that material is properly marked and accessible for immediate use by the District Attorney and administrative staff;

Coordinates all travel arrangements for the District Attorney;

Coordinates the scheduling of regular staff meetings, gathering agenda items and materials as required and preparing and distributing the finalized agenda;

Coordinates vacation schedules among administrative support staff to ensure that adequate secretarial coverage is provided;

Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedure;

Performs special and confidential assignments as required.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, stenography, legal terminology, word processing, business arithmetic; ability to compose and edit letters and memoranda; ability to type at a speed of not less than 35 words per minute; ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the District Attorney's office; initiative; tact; poise; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) seven years of legal secretarial experience, two of which must have included the use of word processing equipment or (b) satisfactory completion of 30 credits* at a recognized college or university may be substituted for each year of the above stated 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 Department of Education as a post-secondary, degree-granting institution.