

EXECUTIVE SECRETARY TO THE COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Attorney, this position performs executive legal secretarial tasks; relieving the County 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, the press, and the general public. The incumbent is appointed by the County Attorney and serves at the discretion of the County 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 County Attorney, including transcribing and proofreading confidential correspondence, preparing legal briefs, legal opinions, and reports, scheduling appointments and maintaining confidential files and other material essential for use by the County Attorney;

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

Maintains calendar of appointments for the County Attorney insuring that the County Attorney is apprised of all appointments and changes as well as matters requiring immediate attention;

Develops and maintains all office support procedures both directly and through supervision of staff to ensure that clerical support tasks are performed in a timely and efficient manner and for effective office management;

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

Coordinates and directly supervises the activities of the administrative support staff to ensure equitable distribution of workload, adequate telephone coverage during absences, office protocol and information flow among department staff;

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

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

Coordinates all travel arrangements for the County Attorney;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Coordinates vacation schedules among legal 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, 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 County Attorney's Office; initiative; tact; poise; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: High school diploma or equivalency 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.