

RECORD CLERK - DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the District Attorney, this position relieves the department head of administrative detail involved in office operation in the field of budget, personnel, purchasing; the participation in and the supervision over clerical procedures, some involving legal terminology and work with legal instruments, such as report writing, financial record keeping, and filing, and usually for advising the District Attorney on matters concerning organization, procedures and the general business administration of the office. In carrying out the responsibilities of this position considerable public contact is required because of the nature of the work. Duties are performed with leeway for the exercise of independent judgment within the established policies of the office. Supervision is exercised over a number of support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises a legal secretarial staff which provides the centralized clerical services for the office;

Supervises the requisitioning, stocking, and disbursing of office supplies;

Interviews individuals appearing at the office on business and refers them to the District Attorney if referral is indicated;

Prepares monthly reports to the State Department of Correction of cases disposed of by the Grand Jury and annual reports to the Judicial Council on undisposed cases;

Supervises and participates in the financial record keeping related to the payment of witnesses who appear before the Grand Jury and the County Court;

Prepares annual report to the County Court and the Department of Finance covering bail forfeiture, entering judgments in the County Clerk's office where all has been forfeited;

Supervises and participates in the maintenance of proper records on appeals of conviction from lower courts and cases recommended for action by the Grand Jury;

Prepares calendars for the County Court and records action taken in the proper register;

Supervises and participates in the preparation of file folders and bench warrants in cases where indictments have been handed to the court by the Grand Jury;

Supervises the preparation of bail bond papers;

Prepares daily list of prisoners to be brought by the Sheriff's Office to the County Clerk.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices and procedures used in general office management; good knowledge of legal terminology and the processing of legal instruments; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to work independently within the scope of general instructions; ability to meet the general public and to deal with them in a tactful and efficient manner; ability to plan and supervise the work of others; ability to present reports and comments clearly and concisely in either oral or written form; neat personal appearance; good health; physical condition commensurate with the requirement of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) Graduation from a recognized college or university with a Bachelor's Degree* and two years of administrative or supervisory experience; or (b) six years of administrative or supervisory experience; or (c) satisfactory completion of 30 credits* toward a Master's Degree* may be substituted for each year of the above stated experience; (d) any equivalent combination of the foregoing training and 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.