

## SPECIAL ASSISTANT TO COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the County Attorney, an incumbent of this class is responsible for the management, coordination, and supervision of all non-legal administrative support and financial operations of the Law Department. This includes management of the department's budget, payroll/personnel functions, management information systems, billing, contract and grant management, financial reporting, accounts payable, regulatory compliance, and serving as a liaison between the department and the Budget Office, Personnel Office, Finance Department and other departments as necessary. Supervision is exercised over all the non-legal personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts as advisor to the County Attorney in administrative and financial matters;

Develops and implements administrative procedures to ensure compliance with County and departmental management and financial goals and objectives;

Directs all fiscal operations of the department including the preparation of the budget and all budgetary reports, grants and financial reports in compliance with reporting requirements and County guidelines;

Directs and maintains all accounting and reporting functions required by the department;

Oversees the preparation of the department's Annual report and grant applications;

Implements billing and reimbursement procedures to ensure optimum recovery of revenues for departmental costs and services;

Directs the planning and implementation of departmental personnel and administrative programs, procedures and policies, including interviewing, selection, and employment of all non-legal personnel of the department;

Monitors and approves the expenditures of all appropriated funds, which also includes principal responsibility for the authorization and review of all confidential files to account for and support all confidential expenditures;

Supervises and directs all non-professional personnel as required for the efficient and effective operation of the department;

Oversees the materials management function for various Bureaus within the department, ensuring adequate acquisition, distribution and storage of supplies and materials, including the supervision of the utilization of motor vehicles and other equipment;

Reviews space management and office functions for the department including mail delivery, equipment repair and maintenance, telecommunications, data communication services and records management;

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

Directs the personnel function for the department, including the implementation of all laws, policies, procedures and labor agreements;

Directs the administration of Payroll and Personnel operations;

Reviews, investigates and evaluates employee disciplinary problems to determine course of action to be taken, i.e., warnings or formal disciplinary charges;

Develops and monitors service contracts with outside vendors to ensure compliance and coordinates modifications to meet changing needs;

Reviews and monitors accounts payable expenditures to ensure compliance with budgetary constraints while meeting the needs of the department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of departmental organization and administrative processes and techniques; thorough knowledge of departmental personnel and civil service procedures; thorough knowledge of the policies and procedures, programs and objectives of the Law Department; good knowledge of budgetary theory and techniques; good knowledge of office procedures and practices; ability to identify critical operating problems and to formulate and effectively implement realistic solutions for ongoing operations with minimum disruption; ability to plan, supervise and evaluate the work of assigned personnel; ability to support recommendations effectively, both orally and in writing; ability to carry out complex oral and written directions; ability to establish and maintain effective working relationships; tact; resourcefulness; sound judgment; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and five years of experience in office management, or public or business administration involving personnel or budget administration, three years of which were at a supervisory level.

SUBSTITUTION: A Master's Degree\* in public or business administration may be substituted for year of general 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.