

SECRETARY TO CORPORATION COUNSEL
(Cities of Peekskill & Rye)

GENERAL STATEMENT OF DUTIES: Performs administrative and secretarial duties for the Corporation Counsel; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Corporation Counsel, the incumbent of this class is responsible for performing a wide variety of secretarial tasks in order to assist the Corporation Counsel in the smooth operation of the department. One of the primary duties is to relieve the Department Head of considerable administrative detail by screening and answering telephone inquiries, correspondence and handling matters delegated by the Corporation Counsel. In addition, the secretary transcribes legal dictation and types the Corporation Counsel's correspondence. This position requires a full range of skill in the operation of automated systems. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Utilizes automated systems equipment to prepare/produce correspondence, legal opinions, briefs and other legal documents from dictation, oral instructions, dictaphone or from independently prepared replies to inquiries;

Answers, screens and appropriately routes all telephone calls or visitors for the Corporation Counsel's benefit;

Responds to routine, non-legal inquiries independently or routes them to other appropriate staff members if they do not require the Corporation Counsel's personal attention and insures that any previous, related or other appropriate background material is attached;

Maintains confidential, legal files and reference cross-files;

Makes appointments and maintains calendar for Corporation Counsel;

Opens, screens and distributes mail; answers routine mail independently and routes other mail with background material directly to appropriate staff; performs various other related clerical duties as required and/or assigned by the Corporation Counsel.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principles and practices of administration and modern office procedures and equipment; thorough knowledge of business English, spelling and arithmetic; ability to handle administrative details independently; ability to transcribe difficult legal dictation; ability to operate the automated systems equipment utilized in the typing of briefs, petitions, motions, orders, and other legal documents and correspondence; ability to arrange and type legal decisions, opinions and briefs in the proper format; ability to establish and maintain an effective working relationship with professional and clerical personnel; ability to assemble material and communicate effectively both orally and in writing; ability to carry out complex written and oral instructions;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (continued)

ability to respond to an emergency or sensitive situation and follow an effective course of action; accuracy; resourcefulness; initiative; tact; good judgment; high degree of discretion in handling confidential matters; physical condition commensurate with the demands of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma and either: (a) four (4) years of secretarial, typing or clerical experience, which must have included use of automated systems, two (2) years of which must have been in a legal office environment; or (b) eight (8) years of secretarial, typing or clerical experience, which must have included use of automated systems, two (2) years of which must have been in a legal office environment; or (c) a satisfactory equivalent combination of the foregoing training and experience.