

SECRETARY TO THE DISTRICT ATTORNEY

JOB CODE: 6040
DEPARTMENT: Tioga County District Attorney
CLASSIFICATION: Exempt
SALARY GRADE: Non-Union
ADOPTED: 5/93; Revised 11/01, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the independent performance of complex and confidential legal, clerical and administrative support for the District Attorney, which requires knowledge of common legal terms and procedures and administrative policies. General supervision is received from the District Attorney or Assistant District Attorney although much of the routine work is done on an independent basis. The incumbent is responsible for clerical accuracy as to form and content and for explaining and interpreting proper legal procedures to attorneys and the general public. Leeway is allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Performs a variety of general clerical and administrative duties of a corresponding degree of difficulty, including the processing and maintenance of various legal documents, including indictments, pleadings, orders, petitions, motion papers, contracts and resolutions;
- Prepares indictment and disposition reports for the Division of Criminal Justice Services;
- Takes, transcribes and types dictation of letters, memoranda, reports and other materials related to the District Attorney's Office;
- Processes, indexes, sorts, records and maintains confidential and regular correspondence, including affidavits, subpoenas, legal briefs, search warrants, and arrest warrants necessary for the operation of the District Attorney's office;
- Conducts routine correspondence on matter where policies and procedures have been defined;
- Uses a personal computer to type materials from copy, rough draft, dictating machine and other detailed instructions;
- Maintains budgetary accounts and processes purchase orders and billing requests;
- Answers telephone, schedules appointments such as arraignments, pleas and hearings, receives callers and refers them to the proper persons and answers requests for various information from the general public, judges, court clerks, attorneys, jurors, etc.;
- Obtains legal reference material when requested;
- May act as a liaison for the District Attorney with other agencies and individuals, including State and local police agencies, the Federal Bureau of Investigation, the Department of Justice, Parole Board, Treasury Department and other governmental agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of general legal principles, practices and procedures; Thorough knowledge of office procedures, terminology and equipment; Thorough knowledge of business arithmetic and English; Ability to handle routine administrative details independently, including the composition of letters and memoranda; Ability to understand and carry out complex oral and written instructions; Ability to establish and maintain cooperative relations with the public and other governmental and private agencies; Ability to transcribe dictation at an acceptable rate of speed; Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; Confidentiality; Physical condition commensurate with the demands of the position.

PREFERRED QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science or closely related field and two (2) years of full-time legal clerical experience or its part-time equivalent in an office setting which involved use of a personal computer; **OR**
- b. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time legal clerical experience or its part-time equivalent in an office setting which involved use of a personal computer.