

SECRETARY TO 1st ASSISTANT COUNTY ATTORNEY

JOB CODE: 6071
LOCATION: Tioga County Law Department
CLASSIFICATION: Competitive
SALARY GRADE: Non-Union
ADOPTED: 1/96; Revised 5/96, 9/07, 01/20; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a higher level clerical position located in the County Law Offices. The work involves responsibility for performing clerical and/or stenographic duties requiring knowledge of common legal term used in the preparation of petitions and other legal documents. The incumbent's immediate supervisor is the 1st Assistant County Attorney; however, general supervision may be received by remaining office personnel such as 2nd and 3rd Assistant County Attorneys and Paralegal. The incumbent is responsible for clerical accuracy as to form content, court scheduling, and file preparation. This position requires the ability to work cooperatively with other County Agencies, 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)

- Takes and transcribes the dictation of legal briefs, petitions, motions, orders, opinions, notices and other legal documents;
- Proofreads such documents which includes the checking of citations;
- Files, records and docket all cases received at the County court;
- Prepares daily civil court calendar and records all dispositions and adjournment;
- Receives, handles, sorts and distributes all incoming mail;
- May act as a liaison with other agencies;
- Uses typewriter, word processor and/or personal computer to type materials from copy, rough draft, dictating machine and other detailed instructions;
- Prepares vouchers for settlements and judgments and subpoenas;
- Performs a variety of general clerical and stenographic duties of a corresponding degree of difficulty;
- May perform basic functions of purchasing;
- Handles the scheduling of appointment;
- Performs the updating of the law library;
- Maintenance of fixed asset;
- Handles billing of departments for services rendered by the 1st Assistant and the 2nd & 3rd Assistant County Attorneys.

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; integrity; confidentiality; good judgment; physical condition commensurate with the demands of the position.

2. Secretary to 1st Assistant County Attorney

MINIMUM 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 a closely related field and two (2) years of full-time legal clerical experience or its part-time equivalent in an office setting which involved using typewriter, word processor or personal computer and transcribing of dictation; **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 using a typewriter, word processor, personal computer and transcribing of dictation; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b)