

ADMINISTRATIVE ASSISTANT TO THE DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the District Attorney in a wide variety of legal, administrative and responsible clerical functions, including a substantial amount of time transcribing dictation and the operation of a typewriter and/or word processor. The position involves the performance of a variety of tasks requiring the exercise of independent judgement and a general understanding of legal procedures and administrative policies. The work also involves responsibility for assisting the District Attorney and Assistant District Attorney with the preparation of all legal papers and assisting others in obtaining legal reference material. Work is performed under the general supervision of the District Attorney or Assistant District Attorney, with leeway allowed for the exercise of independent judgement in planning and carrying out the details of the work. Supervision is exercised over subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the preparation of pleadings, orders, petitions, motion papers, contracts, resolutions and other legal documents;
Obtains legal reference material when requested;
Takes, transcribes, and types dictation of letters, memoranda, reports, and other materials related to the District Attorney's office;
Prepares budgetary and grant proposals;
Monitors compliance;
Submits all fiscal and budgetary documents to monitoring state and local fiscal authorities;
Conducts routine correspondence on matters where policies and procedures have been defined;
Types, processes, indexes, sorts, records, and maintains confidential and regular correspondence, including affidavits, subpoenas, legal briefs, search warrants and arrest warrants necessary for the operations of the of the Attorney's office;
Uses typewriter, word processor and/or personal computer to type materials from copy, rough draft, dictating machine and other detailed instructions;
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.;

May act as liaison for the District Attorney among key individuals and agencies including State and local police agencies, Governor's office, the Federal Bureau of Investigation, the Department of Justice, the U.S. Attorney's Office, 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;
Ability to perform close, detail work involving considerable visual effort and strain;
Integrity;
Confidentiality;
Good judgment;
Physical condition and maturity commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

- 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 years of legal clerical experience in an office setting which involved using a typewriter, word processor or personal computer and transcribing of dictation; OR
- B) Four years of legal clerical experience in an office setting which involved using a typewriter, word processor or personal computer and transcribing of dictation; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

R404 11/25/08

PENDING EXEMPT