

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 involving operation of a personal computer. 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. 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;
Types confidential correspondence, letters, memoranda, reports and other materials for department head;
Monitors compliance;
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 personal computer to type materials from copy, rough draft, and other detailed instructions;
Answers telephone, 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 other agencies;
Participates in other administrative functions such as interviewing personnel, processing personnel and payroll records;
Trains new office clerical and secretarial staff;
Keeps complex records of activities of the agency.

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 operate a personal computer at an acceptable rate of speed;
Ability to perform close, detail work involving considerable visual effort and strain;
Integrity;
Confidentiality;
Good judgment.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three years of clerical experience in an office setting, one of which involved legal clerical work; OR
- B) Five years of clerical experience in an office setting, one of which involved legal clerical work; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

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 Revised 12/9/15, 1/3/23

APPROVED FOR ONE POSITION AS EXEMPT