

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 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. 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;
Takes, transcribes, and types dictation of letters, memoranda, reports, and other materials related to the District Attorney's office;
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 typewriter, word processor and/or personal computer to type materials from copy, rough draft, dictating machine 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 and departmental budget preparation and control;
Maintains employee personnel files and records;
Trains new office clerical and secretarial staff;
Orders office supplies and maintains inventory of supplies and equipment;
Makes travel arrangements including cash advances, travel vouchers and room reservations;

Submits all fiscal and budgetary documents to monitoring state and local fiscal authorities;
Prepares budgetary and grant proposals;
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 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 and two years of clerical experience in an office setting; OR
- B) Four years of clerical experience in an office setting; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.