



Cayuga County Department of Human Resources  
and Civil Service Commission

**JOB SPECIFICATION**

Civil Service Title:       **EXECUTIVE ASSISTANT TO THE DISTRICT ATTORNEY**  
Jurisdictional Class:    Exempt – PJC, Competitive NYS CSM 1/19  
Civil Division:         County Service  
Adoption:                CSM 2/28/18  
Revised:                 CSM 6/21/18 (Change in Title)

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**DISTINGUISHING FEATURES OF THE CLASS:**

Responsible for providing general administrative, management and clerical assistance to the District Attorney and to Assistant District Attorneys as needed. The work is completed under the direct supervision of the Department Head. The position requires interaction with co-workers, vendors, department heads, local and county government employees and legislators, residents, and the general public.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Provides Administrative support to the District Attorney including correspondence, report preparation and departmental communication;  
Conducts research of a highly sensitive nature which includes matters of a criminal nature;  
Acts as the District Attorney's liaison with the courts, outside agencies, law enforcement and county departments;  
Provides input and feed back on matters of policy development and implementation;  
Recommends hiring, supervises, reviews and assesses performance of administrative staff;  
Applies knowledge of Criminal Law and procedure to the administrative functions of the office;  
Facilitates and Coordinates Grand Jury arrangements;  
Contributes to grant processes;  
Responsible for departmental financial, payroll and budgetary support processes;  
Oversees and maintains all records in a confidential and secure manner;  
Manages DA office operations;  
Performs duties necessary for the effective execution of duties of this department.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of the law administration; Good knowledge of the organization and functions of court systems and their related departments, agencies, and units; Ability to understand and carry out complex oral and written directions; Ability to communicate effectively in written, oral and electronic media; Ability to plan and supervise the work of others; High degree of personal and professional organization; Ability to utilize current technology including automated systems and common software including word processing, database, spreadsheet and visual presentation; Good judgment; Resourcefulness in problem solving; Excellent internal and external customer service skills; Ability to establish and maintain effective working relationships; Physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Degree in Business, Management, paralegal studies, or related field, PLUS one (7) or more years of experience in law office, or related business experience, which shall have included supervision of others; OR
- (B) High school or equivalent and 15 years in a law office which shall have included supervision of others.

**NOTE:** Experience in a District Attorney Office or other public law office preferred.