



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **ADMINISTRATIVE ASSISTANT TO THE DISTRICT ATTORNEY**
Jurisdictional Class: Exempt
Civil Division: District Attorney
Adoption: CSM
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

Under the supervision of the District Attorney, acts as a liaison between the District Attorney's Office, forty-two (42) local criminal courts, Auburn City Court and law enforcement agencies and performs related paralegal, secretarial and clerical tasks.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Independently opens all felony and misdemeanor files and enters the relevant charge and biographical data into the District Attorney's database;
Appears in Auburn City Court every day to update files on dispositions and adjournments;
Coordinates court appearances for four (4) prosecuting attorneys in forty-two (42) local criminal courts and Auburn City Court;
Schedules trials, prepares subpoenas and arranges stenographic transcription of relevant court proceedings;
Maintains liaison between the District Attorney's Office and attorneys representing defendants;
Composes most misdemeanor disposition letters to courts and attorneys;
Releases information and reports to authorized persons concerning status of pending criminal cases;
Maintains a "tickler" system on all DWI and DWAI cases to assure evaluations and counseling conditions are completed by defendants in order to dispose of cases;
Does other related work as directed by the District Attorney.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of courts in Cayuga County and proceedings occurring therein;
Special knowledge of legal terms, documents and court procedures;
Typing, filing, and ability to use computer and word processor.

MINIMUM QUALIFICATIONS:

Graduation from a standard senior high school and a 2-year college degree; or any equivalent combination of experience and relevant training sufficient to indicate ability to do the required work. Administrative experience in a law enforcement related field and/or paralegal training preferred.