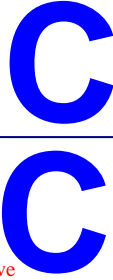




**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

F:\Civil\JobSpecs\Administrative
Assistant to the District Attorney

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 everyday 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.