



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

JOB SPECIFICATION

Civil Service Title: **CONFIDENTIAL SECRETARY TO THE COUNTY ATTORNEY**
Jurisdictional Class: Exempt
Civil Division: County Attorney's Office
Adoption: CSM
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for independently performing complex clerical operations and administrative support tasks for the County Attorney and Assistant County Attorney within the department. The incumbent typically serves as a confidential law secretary to the County Attorney and performs administrative and business details for the County Attorney. The incumbent would prepare difficult correspondence and legal papers such as summonses, pleadings, notices of motion, orders to show cause, briefs, memoranda of law, court orders and judgments. The incumbent would use software on a computer to produce printed material such as letters, memoranda and forms. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares correspondence, documents, records and other written material in final or draft form using computer software from handwritten, rough drafts, marked copy, oral recordings, or data from various equipment as the source material;
Composes and prepares correspondence for the County Attorney and Assistant County Attorneys where the policies and procedures are well defined;
Designs, sets up and maintains confidential files of correspondence, documents, trial files, court appearances and other confidential records;
Opens and processes daily mail and personally handles routine correspondence for the County Attorney and staff;
Schedules conferences, meetings and makes travel arrangements for the County Attorney staff;
Coordinates the maintenance of and prepares the departmental financial, payroll, personnel and attendance records;
Monitors and tracks status of inventory and orders supplies and materials as needed;
Collects and gathers information to be used as a basis for reports and memoranda and prepares summaries;
May check legal citations in law libraries;
Records, indexes and files legal papers;
Maintains and updates database/spreadsheet records on a personal computer;
May assist with supervision of clerical support staff and train new employees;
Answers telephone and assists public with questions concerning the work performed in the County Attorney's Office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern office terminology, procedures, equipment and business English;
Good knowledge of legal terminology, documents and court proceedings;
Ability to handle routine administrative details independently;
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and databases at an acceptable rate of speed;
Ability to communicate both orally and in writing;
Ability to organize and maintain office files;
Ability to establish and maintain effective working relationships with others;

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND**

- A. Graduation from a regionally accredited college or one accredited by the New York State Board of regents to grant Associates Degree in Secretarial Science, or a closely related field and two (2) years of clerical work experience, or its part time equivalent, which must have included typing or keying, one (1) year of which must have been in legal or related work; **OR**
- B. Four (4) years of clerical experience, or its part-time equivalent, which must have included typing or keying, one (1) year which must have been in legal or related work; **OR**
- C. An equivalent combination of education and experience as described in A or B above.