



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

JOB SPECIFICATION

Civil Service Title:	CONFIDENTIAL SECRETARY TO THE DISTRICT ATTORNEY II
Jurisdictional Class:	Competitive
Civil Division:	County District Attorney's Office
Adoption:	CSM 09/11/2002
Revised:	CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for independently performing complex clerical operations and administrative support tasks for the District Attorney and Assistant District Attorneys within the department. The incumbent typically serves as a confidential law secretary to the District Attorney and performs administrative and business details for the District Attorney. The incumbent would take and transcribe difficult correspondence and legal papers such as indictments, pleadings, notices of motion, orders to show cause, briefs, memoranda of law, court orders and judgments. The incumbent would also transcribe correspondence from dictation equipment and 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, dictation or data from various equipment as the source material;

Composes and prepares correspondence for the District Attorney and Assistant District Attorneys where the policies and procedures are well defined;

Takes and transcribes legal dictation from the District Attorney;

Designs, sets up and maintains confidential files of correspondence, documents, trial files, grand jury presentations, court appearances and other confidential records;

Opens and processes daily mail and personally handles routine correspondence for the District Attorney and staff;

Schedules conferences, meetings and makes travel arrangements for the District 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;

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 District 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 transcribe dictation at an acceptable rate of speed;
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, keying and stenography, 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 and stenography, 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.