

CONFIDENTIAL SECRETARY TO THE ADMINISTRATOR OF ASSIGNED COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the Administrator of Assigned Counsel in a wide variety of legal, administrative and clerical functions. The position involves the performance of a variety of tasks requiring the exercise of independent judgement and a general understanding of legal procedures and administrative policies. This position requires a very high degree of confidentiality between the incumbent and department personnel due to the sensitive nature of information and activities. The work is performed under the general supervision of the Administrator of the Assigned Counsel Program. Supervision is exercised over subordinate clerical staff. A Confidential Secretary to the Administrator of Assigned Counsel does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains a database of defendants and crimes and assigns appropriate attorneys from Assigned Counsel Panel for representation of clients to various courts;
- Reviews for accuracy and completeness and approves for payment the assigned counsel vouchers submitted by attorneys assigned to represent indigent clients by the County, Family Court, local criminal courts, or the Appellate Division to represent indigent clients under County Law Article 18B;
- Submits payment of assigned counsel vouchers to auditors;
- Enters department payroll data and accounts payable in financial software program;
- Administers approved grants;
- Reviews grant-related contracts;
- Reviews and submits documentation for grant reimbursement;
- Prepares and submits the annual NYS Unified Court System Report of Representation of Indigent Defendants and annual Performance Measure Progress Reports;
- Prepares and submits the quarterly Performance Measure Progress Reports and the annual reports for the Hurrell-Harring grant;
- Prepares annual budgets for both the Assigned Counsel Program, the Indigent Legal Services grants and the Hurrell-Harring grants, and monitors monthly expenditures;
- May act as a liaison for the Administrator among key individuals and agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the principles and practices of budget preparation; working knowledge of personal computers, database, spreadsheet and word processing programs; skill and accuracy in the operation of an alphanumeric keyboard (speed not a factor); knowledge, skill and ability to manipulate a variety of different software packages (i.e., Microsoft Excel, Access and Word, e-mail, and web browsing); ability to manage multiple priorities and deadlines under pressure; ability to communicate clearly and concisely both orally and in writing; ability to analyze and organize effectively; ability to supervise staff and delegate duties; ability to establish

and maintain good interpersonal working relations; ability to maintain high levels of confidentiality on controversial cases; integrity and excellent judgment and tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (A) Possession of an Associate's degree and two years of clerical experience in an office setting; or
- (B) Four years of experience as defined in (A); or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/1/2023