

## SECRETARY TO THE COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for the performance of varied legal document preparation and clerical tasks requiring the exercise of independent judgment and an understanding of the procedures and policies of the Office of the County Attorney. The work is performed under general supervision, with unusual problems being referred to a supervisor before action is taken. A Secretary to the County Attorney does related work as required.

### TYPICAL WORK ACTIVITIES:

- Acts as a confidential secretary to County Attorney, or Assistant County Attorneys in cases where assignments call for the use of judgment and experience in making decisions in accordance with established procedures;
- Utilizes dictating equipment, computer equipment and software to produce original documents including memoranda of law, motions, pleadings, answers, deeds, forms, contracts, legislation, legislative minutes and a variety of correspondence;
- Maintains indexes and files records, legal documents, local legislation and correspondence;
- Maintains a current law library by ordering and supplementing law reports and various legal subscription services;
- Processes department expenditures and completes records and reports related to the agency budget;
- Prepares correspondence on matters where policies and procedures are well defined;
- Types records and reports, and checks for clerical accuracy, completeness, and proper extension;
- Answers telephone and gives out information;
- Acts as receptionist and may explain office policies or requirements to visitors, clients or others;
- Prepares agendas and takes minutes of meetings;
- Operates computer equipment and software, data entry equipment, calculators and other business equipment
- Audits assigned counsel vouchers and enters in financial system.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of law office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to operate alphanumeric keyboards accurately, however, speed is not a significant factor; ability to maintain confidentiality; ability to understand and carry out oral and written directions; ability to listen and make clear, accurate explanations of agency policies or requirements; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; tact and courtesy; integrity; good judgment; professionalism; physical condition sufficient to perform the essential functions of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college or institute with an Associate's Degree or higher in secretarial sciences, paralegal studies, liberal arts, or a closely related field and three years of clerical legal experience in a governmental/municipal law office/department or three years' experience drafting legislation. Said experience must have

included the use of word processing equipment as well as the clerical production of legal forms and documents; or

- (B) Five 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. -\*

\*- COMMENT: Pursuant to County Law, Section 501, Subdivision 5, the Board of Supervisors may create the position of Confidential Secretary to the County Attorney in the exempt class of the Civil Service. The New York State Civil Service Department construes this provision to limit one such position to the exempt class. Accordingly, this position involving duties identical to the position of Secretary to the County Attorney (Exempt Class) is allocated to the competitive class of the Classified Service.

Revised: 2/2/1994  
2<sup>nd</sup> Revision: 2/16/2012  
3<sup>rd</sup> Revision: 8/31/2017

CATTARAUGUS COUNTY CIVIL SERVICE