SECRETARY TO COUNTY ATTORNEY

JOB CODE: 6070
DEPARTMENT: Tioga County Law Department
CLASSIFICATION: Exempt per County Law Section 501 (5)
SALARY GRADE: Non-Union
ADOPTED: Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the independent performance of complex and confidential clerical and administrative support for the County Attorney, which requires knowledge of common legal terms used in the preparation of briefs and other legal documents. General supervision is received from the County Attorney although much of the routine work is done on an independent basis. The incumbent is responsible for clerical accuracy as to form and content and for the checking of citations and for explaining and interpreting proper legal procedures to attorneys and the general public. Leeway is allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
- Performs a variety of general clerical and administrative duties of a corresponding degree of difficulty, including the processing and maintenance of various legal documents;
- Processes appropriate paperwork and maintains department fixed assets, financial disclosure affidavits; re-certifications and County incident claims;
- Handles billing of departments for services rendered by the County Attorney as well as billing time and legal charges for department attorneys;
- Proofreads such documents which includes the checking of citations in original reference for accuracy and completeness;
- Files, records and dockets all cases received at the County court;
- Receives, handles, sorts and distributes all incoming mail;
- Acts as a liaison with other agencies and department staff, relieving the County Attorney of routine contacts and correspondence;
- Uses typewriter, word processor and/or personal computer to type materials from copy, rough draft, dictating machine and other detailed instructions;
- Prepares vouchers for settlements and judgments and subpoenas;
- Performs basic functions of purchasing;
- Handles the scheduling of appointments;
- Performs the updating of the law library;
- Takes and transcribes the dictation of legal briefs, petitions, motions, orders, opinions, notices and other legal documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of general legal principles, practices and procedures; Thorough knowledge of office procedures, terminology and equipment; Thorough knowledge of business arithmetic and English; Ability to handle routine administrative details independently, including the composition of letters and memoranda; Ability to understand and carry out complex oral and written instructions; Ability to establish and maintain cooperative relations with the public and other governmental and private agencies; Ability to transcribe dictation at an acceptable rate of speed; Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; Confidentiality; Physical condition commensurate with the demands of the position.

PREFERRED MINIMUM QUALIFICATIONS (Either):

(a)   Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science or closely related field and two years of full-time

2. Secretary to County Attorney

        paid legal clerical experience or its part-time equivalent in an office setting which involved using a typewriter, word processor or personal computer; **OR**

(b)   Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid legal clerical experience or its part-time equivalent in an office setting which shall have involved using a typewriter, word processor or personal computer; **OR**

(c)   An equivalent combination of training and experience as defined by the limits of (a) and (b).