

LEGAL ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is an important administrative position involving responsibility for providing general administrative support services to the Public Defender. The purpose of this position is to relieve the Public Defender of administrative detail so that he may devote more time to in-court duties. Generally, the position acts as the department's representative in the consideration and determination of a wide variety of administrative problems relating to personnel administration, fiscal management, interdepartmental communications, data collection and daily operations. The work is performed under the general direction of the Public Defender with leeway permitted for the exercise of independent judgment in planning, directing, and coordinating the administrative activities of the department. Direct supervision is exercised over the clerical staff, including performance counseling and appraisals and scheduling for coverage.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares and processes a variety of documents, correspondence, reports, etc. for the Public Defender, including proofing for spelling, format and appearance;
2. Opens, screens and prioritizes mail and responds to routine inquiries independently; refers inquiries to appropriate staff, noting points of interest and/or action request;
3. Manages calendar for the Public Defender; schedules appointments independently based upon the needs of the department and knowledge of commitments and priorities of Public Defender;
4. Prepares and compiles budget projections for administrator; prepares narrative justifications for budget purchases relating to office supplies and expendables; tracks budget expenditures and recommends adjustments as necessary; oversees voucher and billing process for department;
5. Schedules daily, weekly and monthly calendar for attorney assignments; coordinate expert witnesses for court sessions; schedules translators for office, court and jail interviews; schedules court stenographers for hearings and trials;
6. Acts as a technical resource within department for administrative matters;
7. Prepares bi-weekly payroll; maintains employee benefit time records;
8. Compiles and maintains statistics on cases handled by the department including data regarding the type of case, where it was tried, length of trial, status and disposition of the case, and any other information required by various public agencies and/or organizations;
9. Completes annual reports, studies and questionnaires related to department activities;
10. Acts as a liaison with office equipment vendors for service of existing equipment and purchase/replacement recommendations on new equipment;
11. Prepares and maintains personnel files including licensure and training information; prepares appointment and payroll change forms; assists staff in questions relating to payroll, insurance, etc.

LEGAL ADMINISTRATIVE ASSISTANT (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of office practices necessary to obtain a full range of office support services such as printing, maintenance and supply services efficiently and cost effectively;
- Knowledge of law office procedures and terminology;
- Knowledge of computational skills to monitor unit activity, track budget accounts and oversee the purchase of supplies and equipment;
- Knowledge of software packages for word processing, spreadsheets and database management to produce a variety of reports and documents;
- Knowledge of composition, grammar, spelling, punctuation and required legal formats sufficient to develop correspondence and reports or to correct such errors in the correspondence and reports of others;
- Ability to assimilate and comprehend legal terminology, practices and procedures;
- Ability to assist the administrator in the management of the workflow of the department, which involves the supervision of the work of others;
- Ability to speak knowledgeably and with authority about administrative functions of the department and to advise staff on how to address situations that occur;
- Ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on analysis of data collected;
- Ability to plan and supervise the work of others;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) An Associate's degree from a regionally accredited or New York State registered college or university and three years of full-time secretarial or general office work which included personal contact, word processing and database management;

- OR: (B) High school graduation or possession of a high school equivalency diploma and five years of full-time secretarial or general office experience which included personal contact, word processing and database management;

- OR: (C) An equivalent combination of the training and experience as defined by the limits of (A) and (B) above.

NOTE: College education or business school may be substituted for the required work experience on a year-for-year basis (30 credits equal to one year) up to a maximum of four years.