

SECRETARY TO DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible clerical position involving the performance of a variety of secretarial and administrative tasks while serving as the secretary to the District Attorney. The incumbent relieves the department head of administrative detail and works with sensitive, confidential information, exercising discretion in its handling. Work is performed under the general supervision of the department head with leeway allowed for the exercise of independent judgment. Supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Serves as personal secretary to the District Attorney, taking messages, arranging appointments, referring callers, and answering inquiries;
2. Takes and transcribes dictation of a specialized legal nature;
3. Supervises and trains subordinate personnel, assigns and reviews work, approves benefit time, prepares formal work evaluations, and handles disciplinary problems;
4. Prepares annual departmental budget and maintains administrative accounts;
5. Charts indictments, opens and closes cases, issues bench warrants;
6. Opens, sorts, and distributes mail answering routine correspondence;
7. Maintains files of an administrative nature;
8. Interviews potential clerical employees, providing recommendations on their hiring;
9. Serves as department liaison in personnel matters, requesting lists of qualified applicants and eligible lists from Personnel Department; prepares personnel change memos;
10. Orders office supplies and equipment;
11. May serve as a backup to other clerical employees;
12. May operate word processing equipment in the preparation of legal materials;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of legal terminology and law office methods; good knowledge of business English and arithmetic; good knowledge of the principles and practices of supervision; ability to expedite routine administrative details independently; ability to take dictation involving legal terminology at not less than 90 words per minute; ability to type at not less than 35 words per minute; ability to understand and carry out difficult oral and written directions; ability to maintain confidentiality; resourcefulness; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or high school equivalency and five (5) years of full-time clerical experience, two (2) of which shall have involved typing and stenography of a legal nature; or any equivalent combination of training and experience sufficient to indicate ability to perform the duties of the position.

CL5409

ADOPTED: 04/10/84

REVISED: 11/13/87