

CONFIDENTIAL SECRETARY TO THE COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory clerical position involving the performance of a variety of secretarial and administrative tasks while serving as the secretary to the County 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 considerable leeway allowed for the exercise of independent judgment. Supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Supervises and trains subordinate personnel, assigns and reviews work, approves benefit time, prepares formal work evaluations, and handles disciplinary problems;
2. Transcribes machine dictation of legal briefs, petitions, motions, orders, opinions, and other legal documents;
3. Operates word processing equipment in the preparation of a variety of legal instruments;
4. Confers with attorneys, medical, law enforcement, and court personnel on matters concerning the office;
5. Files and indexes a variety of legal documents;
6. Receives visitors and answers appropriate inquiries;
7. Interviews potential clerical employees, providing recommendations on their hiring;
8. Composes routine correspondence;
9. Prepares annual departmental budget and maintains administrative accounts;
10. Orders office supplies and equipment;
11. Serves as department liaison in personnel matters, requesting lists of qualified applicants and eligible lists from Personnel Department; prepares personnel change memos;
12. Prepares salary resolutions, statistical reports, collective bargaining agreements, etc.;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of legal terminology, law office methods, and legal forms; good knowledge of business English and arithmetic; good knowledge of the principles and practices of supervision; ability to expedite routine administrative details independently; depending upon needs of County Attorney, may be required to take dictation involving legal terminology at not less than 90 words per minute; ability to type at not less than 40 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.

CONFIDENTIAL SECRETARY TO THE COUNTY ATTORNEY (Cont'd)

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school or high school equivalency and five (5) years of full-time legal clerical experience, two (2) of which shall have been in a supervisory capacity, or an equivalent combination of training and experience sufficient to indicate ability to perform the duties of the position.

LS1305

ADOPTED: 04/10/84