

Jurisdiction: Oneida County
Jurisdictional Class: Exempt
Revised: 8/2/96

SECRETARY TO COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Law and involves responsibility independently performing varied secretarial and clerical operations and relieving the County Attorney of administrative detail. The work calls for the frequent exercise of independent judgement and furnishing information regarding Oneida County Department of Law policies and practices. It is a position of special trust and confidence, requiring exchange of sensitive and confidential information. Correspondence duties are distinguished by the fact that many letters of a routine recurring nature are composed by the incumbent, with correspondence being dictated only when new or unusual situations occur. This work is performed under the general supervision of the County Attorney with detailed instruction received in instances where policies have not been determined. The work is confidential in nature and may involve direct supervision of a small staff of lower grade secretarial or clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as secretary to County Attorney;
Relieves County Attorney of office detail by making appointments, receiving calls and callers and referring them to the proper persons;
Takes and transcribes dictation of letters, minutes, memoranda, reports, resolutions and a variety of other matters;
Maintains an appointment book for the County Attorney;
Processes and distributes incoming mail according to policy of Oneida County Department of Law operations, procedures and regulations;
Composes and types routine correspondence, applying knowledge of the Oneida County Department of Law;
Upon request of County Attorney, attends meetings and hearings, and takes notes for preparation of minutes at such meetings;
Arranges travel reservations and special meetings as needed;
Assists the County Attorney in the preparation of the annual operating budget of the Oneida County Department of Law.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of English and legal terminology; thorough knowledge of County laws, policies and regulations as related to the Oneida County Department of Law; ability to take and transcribe dictation at a predetermined rate of speed; ability to handle routine office details independently, including the composition of reports, resolutions, letters and memoranda without dictation; ability to maintain confidentiality; ability to plan and direct a small staff of lower grade clerical personnel; tact and courtesy in dealing with others; initiative; resourcefulness; accuracy.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience, and other such qualifications, as the County Attorney may determine appropriate.