

DEPARTMENT: ASSIGNED COUNSEL & CONFLICT ADMINISTRATOR'S OFFICE
CLASSIFICATION: NON-COMPETITIVE (CONFIDENTIAL/POLICY INFLUENCING) APPROVED
BY NYSCSC 09/09/2008
APPROVED: AUGUST 2, 2007

CONFIDENTIAL SECRETARY – ASSIGNED COUNSEL & CONFLICT ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the Assigned Counsel and Conflict Administrator in a wide variety of legal, administrative and responsible clerical functions, including a substantial amount of time transcribing dictation and the operation of a typewriter and/or word processor. The position involves the performance of a variety of tasks requiring the exercise of independent judgment and a general understanding of legal procedures and administrative policies. The work also involves responsibility for assisting Conflict Defenders with the preparation of legal papers and assisting others in obtaining legal reference material. The incumbent works under the general direction of the Administrator who assigns and directs work. This position requires a very high degree of confidentiality between the incumbent and department personnel due to the sensitive nature of information and activities. Leeway is allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the preparation of appeals, pleadings, orders, petitions, motion papers, contracts, resolutions and other legal documents;
2. Obtains legal reference material when requested;
3. Maintains a database of defendants and crimes, assigned counsel, and the disposition of cases;
4. Reviews and processes the vouchers submitted by assigned counsel and brings discrepancies to the Administrator's attention;
5. Inputs vouchers into a computerized accounts payable system and submits them to the Niagara County Audit Department for payment;
6. Performs routine office duties such as maintaining inventory, purchasing office supplies, processing payment vouchers, department payroll, office account-keeping, filing, maintaining personnel files, answering phones, distributing mail, etc.;
7. Assists with the compilation of the department's budget, monitors expenditures throughout the year, and processes necessary transfers of funds;
8. Prepares, compiles and types various lists, statistical reports, surveys and forms;
9. Submits all fiscal and budgetary documents to monitoring state and local fiscal authorities;
10. Types, processes, indexes, sorts, records, and maintains confidential and regular correspondence, including affidavits, subpoenas, legal briefs, etc. necessary for the operations of the Administrator's Officer;
11. Answers telephone, schedules appointments, receives callers and refers them to the proper persons, answers requests for various information from the general public, judges, court clerks, attorneys, etc., and gives out information using discretion as to what should and should not be released;
12. May act as liaison for the Administrator among key individuals and agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of general legal principles, terminology, practices, and procedures; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of organization and functions of the office; skill in maintaining activity control records and in preparing reports; skill in transcribing electronic dictation; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to understand and follow 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; ability to perform close, detailed work involving considerable visual effort and strain; ability to get along well with others; clerical aptitude; a high degree of accuracy, industry and dependability; integrity; confidentiality; good judgment; physical condition and maturity commensurate with the demands of the position.

**CONTINUED CONFIDENTIAL SECRETARY –
ASSIGNED COUNSEL & CONFLICT ADMINISTRATOR CONTINUED**

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma:

- AND:** 1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree in Secretarial Science or closely related field and six (6) months of legal clerical experience in an office setting which involved using a typewriter, word processor or personal computer;
- OR:** 2. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree in Secretarial Science or closely related field and two (2) years of legal clerical experience in an office setting which involved using a typewriter, word processor or personal computer;
- OR:** 3. Four (4) years of legal clerical experience in an office setting which involved using a typewriter, word processor or personal computer.

NOTE: Verifiable part-time experience will be pro-rated towards meeting the experience requirements.