

DEPARTMENT: COUNTY ATTORNEY'S OFFICE
CLASSIFICATION: NON-COMPETITIVE CONFIDENTIAL/POLICY
INFLUENCING - NYSCSC APPROVED 06/17/2010
APPROVED: MARCH 29, 2010

CONFIDENTIAL ASSISTANT – COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position provides investigative, clerical, legal, record-keeping and administrative support to the Niagara County Attorney and Assistant County Attorneys. The incumbent assists attorneys in preparing for litigation, collects evidence, and performs various investigative and administrative functions in support of the attorneys, their cases and the department as a whole. The incumbent serves as office manager and secretary to the County Attorney. The incumbent must interact with co-workers, state and local government employees, law enforcement officials and officers, attorneys, court employees, and the general public. This position requires a very high degree of confidentiality between the incumbent and department personnel due to the sensitive nature of information and activities. The work is performed under the general supervision of the County Attorney and First Assistant County Attorney. 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 and participates in special legal assignments, projects, investigations, and other confidential issues as assigned by the County Attorney;
2. Assists, participates, and coordinates with other agencies in the completion of special legal assignments, projects, investigations, and other confidential issues as assigned by the County Attorney;
3. Collaborates with litigation attorneys and related staff to develop a case management system and to organize and categorize files;
4. Assists attorneys in preparation for trial;
5. Consults with the County Attorney to develop and independently implement office policies and procedures;
6. Oversees and maintains the security of department files;
7. Brings unresolved problems to the attention of superiors;
8. Assists in the preparation of appeals, pleadings, orders, petitions, motion papers, contracts, resolutions, and other legal documents;
9. Obtains legal reference material when requested;
10. Maintains a database of legal opinions, issues, local laws, etc;
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 County Attorney among key individuals and agencies.
13. Prepares, compiles and types various lists, statistical reports, surveys and forms;
14. Types, processes, indexes, sorts, records, and maintains confidential and regular correspondence, including affidavits, subpoenas, legal briefs, etc. necessary for the operations of the County Attorney's Office;
15. Serves as office manager.

CONTINUED

CONFIDENTIAL ASSISTANT – COUNTY ATTORNEY CONTINUED

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 Niagara County government, geography, economics, demographics, society, goals, politics, policies, and procedures; skill in maintaining activity control records and in preparing reports; skill in transcribing electronic dictation; ability to plan, manage and organize office functions independently; 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 operate and interact with political and social sensitivity in the mediation and resolution of high-tension situations involving a diverse group of people; 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; ability to maintain the confidentiality; clerical aptitude; a high degree of accuracy, industry and dependability; integrity; confidentiality; good judgment; outstanding professional leadership ability; physical condition and maturity commensurate with the demands of the position.

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 a Business or Legal Related Field and one (1) year of full-time paid legal clerical experience assisting attorneys in an office setting which involved using 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 a Business or Legal Related Field and two (2) years of full-time paid legal clerical experience assisting attorneys in an office setting which involved using a personal computer;
- OR:** 3. Four (4) years of full-time paid legal clerical experience assisting attorneys in an office setting which involved using a personal computer.

NOTE: Examples of legal clerical duties are those involving the application of laws, policies and procedures to clerical tasks; implementing office policies and procedures; the regular exercise of independent judgment; the composition of original letters/memorandum; compiling data and preparing complex reports; directing workflow; preparing documents for staff; etc.