

Jurisdictional Class: Exempt for Oneida County Government Only
EEO Category: Administrative Support
Adopted: 05/15/2018

SECRETARY TO DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County District Attorney's Office and involves responsibility for independently performing varied clerical operations and for relieving the District Attorney of administrative detail. Correspondence duties are distinguished by the fact that many letters and communications of a routine, recurring nature are composed by the incumbent, with correspondence being dictated only when new or unusual situations occur. It is a position of special trust and confidence, requiring the exchange of sensitive and confidential material. The incumbent serves at the pleasure of the District Attorney, because of the exempt classification of this position. The work is performed under general supervision of the District Attorney. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as secretary to the District Attorney;
Relieves the District Attorney of office detail by making appointments, receiving calls and visitors, and referring them to the proper persons;
Processes and distributes incoming mail according to policy of the department;
Composes and types routine correspondence, applying knowledge of departmental operations and regulations;
Assists with budget preparation and maintains budget accounts;
Processes department payroll;
Processes vouchers;
Processes requisitions for office supplies;
Maintains an appointment book for the District Attorney;
Assembles a variety of data from office records and outside sources for incorporation in reports;
Maintains files;
Upon request of the District Attorney, attends meetings and hearings, and takes notes for preparation of minutes of such meetings;
Arranges travel reservations and special meetings, as requested;
Assists with training schedules and arrangements;
Conducts new employee orientation and schedules mandatory physical examinations;
Assists with revision of all personnel policy and procedures, rules, and guidelines;
Operates word processing software on computer, typewriter, copier, and other office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; good knowledge of the District Attorney's organization, functions, laws, rules, policies and regulations; ability to maintain confidentiality; ability to operate a computer and utilize word processing software; ability to handle routine office details independently, including the composition of reports, letters and memoranda without dictation; ability to plan and direct the work of others; tact and courtesy in dealing with others; initiative

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont'd): and resourcefulness in solution of problems; accuracy.

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

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.