

Civil Division: Oneida County
Jurisdictional Class: Exempt
EEO Category: Administrator
Revised: 02/11/16

SECRETARY TO COUNTY ATTORNEY

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

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as secretary to the County Attorney;
Keeps all information confidential;
Makes appointments, receives calls and callers and refers them to the proper person(s);
Prepares Board of Legislators Resolutions and other necessary documents;
Prepares routine correspondence and documents independently;
Prepares all reports required by the County Attorney;
Takes and transcribes dictation of letters, minutes, memoranda, reports, resolutions and a variety of other matters;
Maintains a calendar for the County Attorney and other members of the Department of Law;
Maintains a calendar of all Court appearances and other case dates and deadlines;
Processes and distributes incoming mail according to the Department of Law policy, operations, procedures and regulations;
Handles all outgoing mail, ensuring timely delivery to the County mail room, or other delivery service as deemed necessary, according to the Department of Law policy, operations, procedures and regulations;
Processes and distributes incoming email to the general Department of Law email account according to the Department of Law policy, operations, procedures and regulations;
Upon request of the County Attorney, attends meetings and hearings, takes notes and prepares minutes of such meetings and hearings;
Arranges conference registration, travel reservations and special meetings as needed;
Assists the County Attorney in the preparation of the annual operating budget of the Department of Law;
Responsible for proper inventory and ordering of office supplies;
Prepares and submits vouchers for purchase or reimbursement for review and execution by the County Attorney and other individuals as needed;
Serves as secretary to the Oneida County Ethics Board;
Performs other tasks as directed by the County Attorney.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of English; comprehensive knowledge of 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.

Adopted: 01/28/82
Revised: 08/02/96, 02/11/16