

GENESEE COUNTY

CONFIDENTIAL SECRETARY-COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work which involves responsibility for performing complex secretarial tasks for the County Attorney. The work involves responsible secretarial tasks requiring a high degree of mature judgment and knowledge of legal papers, legal documents and legal terminology. Work is performed in accordance with general instructions received from the County Attorney with considerable leeway for independent decisions in carrying out assignments. The position calls for the exercise of extraordinary discretion on the part of the employee because of the sensitivity of the information with which the Secretary is working. There will be no supervisory responsibilities assigned to this employee.

TYPICAL WORK ACTIVITIES:

Acts as personal secretary to the County Attorney;
Functions in a secretarial capacity for setting up meeting dates, appointments, and confidential matters;
Acts as a liaison between agency officials and public and non-public officials;
Performs the confidential aspects of the County Attorney's work including maintaining and processing legal papers and documents;
Maintains confidential files related to legal matters within the County;
Answers correspondence of confidential nature regarding the County's legal matters;
Types legal memoranda, legal briefs, letters and memoranda;
Contacts specified sources for information relating to legal issues;
Assists in compiling, computing and inputting budget information;
Maintains confidential records and updates confidential files as directed by the County Attorney;
Serve in a back-up capacity for the Clerk to the County Legislature.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR

PERSONAL CHARACTERISTICS: Good knowledge of secretarial practices; good knowledge of office practices and procedures; high degree of personal integrity, with corresponding ability to maintain confidences; working knowledge of legal terminology, documents and legal office procedures; good organizational skills; ability to type with a high degree of accuracy; ability to carry out complex instructions; good communication skills, both written and verbal; neatness mental alertness; ability to get along well with others.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or NYS registered College with an Associate's degree in Secretarial Science or related field, and Four (4) years of full-time paid clerical experience, which shall have involved typing;

OR:

- B. Six years (6) of full time paid clerical experience, which shall have involved typing;

OR:

- C. Any equivalent combination of training, education and or experience as indicated in A or B above, indicating ability to perform the duties of the position.

NOTE: Part-time experience will be considered on a prorated basis.

Exempt Class