

CONFIDENTIAL AIDE TO THE COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is primarily specialized clerical work involving responsibility for providing confidential support to the County Attorney regarding a variety of sensitive matters including litigation, negotiations, grievances, and arbitrations. The work is performed under the direction of the County Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and distributes confidential correspondence, documents, etc. for the County Attorney;
Gathers information and may prepare basic reports, as directed by the County Attorney;
Develops and maintains confidential files and records for the County Attorney;
Responds to telephone inquiries and reports complex matters to the County Attorney;
Acts as a confidential liaison, as directed by the County Attorney, with elected officials, Rockland County department heads, members of the community, attorneys, witnesses, judges, etc.;
Completes special projects as directed by the County Attorney;
May prepare routine correspondence for the County Attorney;
May schedule meetings and prepare materials for such meetings, as directed by the County Attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the structure of Rockland County government; good knowledge of office terminology, procedures, and equipment; ability to use computer software as it applies to the clerical functions in the Office of the County Attorney (e.g., Word, Excel)*; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others, ability to prepare basic reports.

MINIMUM QUALIFICATIONS: Qualifications determined by the County Attorney.

*To be demonstrated during the probationary period.