

CONFIDENTIAL AIDE TO THE DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is primarily specialized clerical work involving responsibility for providing confidential support to the District Attorney regarding a variety of matters, including special investigations and trials. The work is performed under the direction of the District Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the District Attorney with confidential matters such as complaints, investigations and trials by receiving and distributing correspondence and documents, providing and gathering information, as directed, preparing basic reports, etc.;

Gathers material for the District Attorney and staff attorneys to assist in the preparation of confidential documents;

Develops and maintains confidential files;

Uses computer software to prepare reports and/or spreadsheets;

Compiles and categorizes information, as assigned by the District Attorney;

Prepares routine general and confidential correspondence, as directed;

May schedule meetings and prepare materials for such meetings, as directed by the District Attorney;

Completes special projects, as directed by the District Attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to prepare basic reports and other materials from general instructions; ability to use computer software as it applies to the clerical processing function in the District Attorney's office*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, at least two (2) years of which must have been in a legal (e.g. private or government legal setting) or law enforcement setting (e.g. police department, FBI, Sheriff).

*To be demonstrated during the probationary period.