

CONFIDENTIAL ASSISTANT TO THE COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional and administrative work involving responsibility for providing confidential support to the County Attorney, for coordinating and monitoring initiatives and special projects in accordance with policies, objectives and rules of attorney-client privilege, and for overseeing the day-to-day operations of the Office of the County Attorney. The work is performed under the direction of the County Attorney and supervision is provided to paraprofessional and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Coordinates County Attorney initiatives and special programs (e.g., Countywide Legal Compliance, Law Department Debt Collection Program, etc.) by gathering and exchanging information, resolving problems, providing recommendations regarding procedures, scheduling and attending meetings, etc.;
- Oversees the day-to-day operations of the office by coordinating work assignments for staff, as needed, making recommendations regarding work flow priorities and efficiency, ordering supplies, organizing the maintenance and disposition of legal files, etc.;
- Acts as a liaison, as assigned, with those involved in litigation and other legal matters including but not limited to bond counsel, outside counsel, expert witnesses, etc. in order to gather and exchange information, monitor work timelines, answer procedural questions, ensure adherence to the priorities of the County Attorney, and provides reports and recommendations regarding same, as needed;
- Acts as liaison, as assigned, with County departments, elected officials, New York State staff, etc. to obtain information, clarify information, develop responses for the County Attorney, etc.;
- Attends a variety of meetings, as directed by the County Attorney, especially those regarding litigation and investigations and pursues matters by gathering and providing information, making recommendations regarding procedures and issues of transparency;
- Coordinates and implements special projects (e.g., codification of County of Rockland regulations and executive policies), as assigned by the County Attorney, by gathering and exchanging information with others, coordinating staff, scheduling meetings, preparing reports, etc.;
- Assists with the completion of the departmental budget by gathering and organizing pertinent data;
- Assists the County Attorney with press calls, interviews, and press releases by gathering and organizing information, scheduling press calls, acting as a liaison with the Director of Strategic Communications, etc.;
- Analyzes existing policies and procedures, as assigned by the County Attorney, and recommends revisions, new policies and procedures, etc., as appropriate;
- Answers general and confidential correspondence independently and composes letters for official signature;
- Maintains the County Attorney's confidential personnel and correspondence files;
- Prepares a variety of reports, as assigned;
- May represent the County Attorney in meetings and conferences, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the programs and initiatives of the County Attorney*; good knowledge of the general procedures of the County Attorney for litigation and investigations*; good knowledge of office terminology, procedures, and equipment; good knowledge of office management; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships with others; ability to prepare reports and other materials from general instructions.

(over)

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

*To be demonstrated during the probationary period.

R.C.D.P. (02.20.2018) 12.11.2018
Exempt