

CONFIDENTIAL ASSISTANT TO THE DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional and administrative work involving responsibility for providing confidential support to the District Attorney and for coordinating and monitoring initiatives and special prosecution projects and confidential investigations in accordance with policies and objectives. The work is performed under the direction of the District Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates District Attorney initiatives and special programs (e.g., Intelligence Lead Community Prosecution, Community Policing and Community Partnership Program) by gathering and exchanging information, resolving problems, providing recommendations regarding procedures, scheduling and attending meetings, etc.;

Acts as the District Attorney's liaison to appointing authorities, elected officials, the public, local and New York State government, etc., as assigned;

Oversees the day-to-day operations of the District Attorney's office including, but not limited to planning office clerical functions, preparing work orders, preparing required documents for training and conferences, preparing court and law journal schedules, etc.;

Assists the District Attorney with press calls, interviews, and the preparation of press releases by gathering and organizing information, scheduling press calls, answering routine questions, etc.;

Oversees the maintenance of confidential files, archive storage and the retrieval of records, etc. by reviewing records storage and scanning procedures, contacting staff, as needed, responding to requests for records, etc.;

Schedules and attends meetings and may represent the District Attorney in meetings and conferences, as assigned;

Schedules appointments, responds to in-person and telephone inquiries, organizes and files correspondence and documents, etc. for the District Attorney;

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.;

Prepares a variety of reports, as assigned;

Maintains the District Attorney's website by gathering and updating information, posting press releases, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the programs and initiatives of the District Attorney; good knowledge of the practices and procedures of the District Attorney's investigations; good knowledge of office terminology, procedures and equipment; ability to communicate effectively, both orally in writing; ability to establish and maintain cooperative working relationships with others; ability to prepare reports and other materials from general instructions.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

R.C.D.P. (04.26.2016) 08.07.2018
Exempt