

CONFIDENTIAL SECRETARY TO THE COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work of a secretarial nature involving a number of administrative duties. The work is performed under general supervision in accordance with specific policies and objectives, but permits the exercise of considerable independent judgment. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Distributes, files, and processes confidential correspondence for the County Attorney;
Prepares routine confidential correspondence for official signature of the County Attorney;
Prepares and organizes legal documents, when assigned;
Schedules meetings and appointments for the County Attorney and maintains his calendar by updating information regarding meetings, appointments, etc.;
Oversees the day-to-day support operations of the County Attorney's office by organizing office space and making recommendations regarding same, ordering supplies, tracking work flow, ensuring the distribution of work to appropriate staff, etc;
Reviews and prepares a variety of routine correspondence (e.g., replies to inquiries from the public);
Maintains a variety of personnel, financial and other files;
Conducts special studies, surveys and research as assigned by the County Attorney;
Takes minutes of staff meetings;
Assists in the preparation of budgets, reports and statistical information by gathering information, organizing information, typing documents, etc.;
Assists with the preparation of press releases by gathering and organizing information, typing press releases, distributing information to the press, etc.;
Uses computer software to prepare reports and/or spreadsheets, and may take stenography and type dictation of various legal documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of office management; working knowledge of supervisory principles and practices; ability to prepare correspondence, reports and other materials from general instructions; ability to carry out complex oral and written instructions; ability to exercise independent judgment; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

R.C.D.P. (12.11.2015) 01.08.2016
Exempt