

## **CONFIDENTIAL SECRETARY TO THE DISTRICT ATTORNEY\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving the responsibility for performing secretarial and administrative functions with a considerable level of independent judgment. The work is performed under the general supervision of the Direct Attorney. Supervision may be exercised over a small number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Receives, distributes, and responds to general and confidential correspondence and composes letters for official signature on behalf of the District Attorney;

Makes appointments and maintains the calendar for the District Attorney;

Maintains all files including those that are confidential in nature and personnel records;

Maintains and prepares a variety of reports and records, including those related to investigations and prosecutions;

Reviews accounts, reports and other documents for completeness and accuracy;

May supervise support staff, including scheduling and coordinating work;

May assist with personnel and payroll functions, as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures and equipment; good knowledge of office management; good knowledge of administrative principles and practices; ability to prepare correspondence, reports and other materials; ability to communicate effectively, both orally and in writing; ability to carry out complex oral and written instructions; ability to supervise the work of others; ability to establish and maintain cooperative working relationships with others; ability to use computer programs and applications (e.g., Microsoft Word, Excel).

**MINIMUM QUALIFICATIONS:** Qualifications determined by appointing authority.

\*This reflects a retitling of Confidential Secretary to District Attorney.

R.C.D.P. (07.15.2015) 11.14.2023

PJC/Exempt