



Jurisdiction Class: Exempt
Civil Division: County
Adopted by PO: 1/8/2018

CONFIDENTIAL SECRETARY TO PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for providing administrative, management, paralegal and clerical duties as established by the Public Defender. The position requires significant contact with court personnel, attorneys and various law enforcement officials. The confidential secretary duties are parallel to that of a law office manager, performing all administrative duties under the direction of the Public Defender and the Assistant Public Defender(s) but having considerable independence of action and judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Perform administrative, management, paralegal and clerical duties to include;
Performs reception services, by opening mail, answering the phone, greeting the public, scheduling appointments, maintain department calendars integrating with Courts, Legislature, etc.;

Give or receive information, act on information, or refer as appropriate;
Maintains files, review for completeness, close and coordinate records retention;
Order office supplies and furniture and prepare vouchers;
Coordinate with office and services of the Assistant Public Defender(s) to include telephone and written communication, sharing of files, legal papers, and budget information, etc.;

Report preparation and submission to the New York Unified Court System to comply with the statistical reporting requirements of New York State law;
Communicate with professionals to include town/village Justices, attorneys, Sheriff's Department, Police Department etc., in person, by letter, and by telephone.

Prepare and submit vouchers for professional fees/services, subpoena fees, supplies, mileage, etc.;

Notarize legal documents;
Assist with preparation of County budget and maintain departmental accounts;
Perform legal or other research;
Maintain up-to-date reference materials and forms;
Prepare, type, and disseminate a variety of documents, reports, and correspondences;
Gather information and prepare reports;
Take minutes or dictation, then transcribe;
Maintain logs of documents and act on in a timely manner;
Prepare travel requests, make travel arrangements and prepare vouchers;
Attend meetings or court proceedings at Public Defenders request;
Prepare resolutions for Legislative approval;
Perform other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Excellent communication skills to deal with numerous professionals on a daily basis;
Excellent office skills including keyboarding, office equipment, and personal computer;
Knowledge of commonly used software programs for word processing and spreadsheets;
Ability to communicate effectively both orally and in writing;
Ability to perform legal or other research;
Ability to analyze and compile data and write reports;
Ability to establish and maintain positive working relationships with others;
Ability to perform basic bookkeeping;
Ability to maintain highest standards of confidentiality;
Ability to exercise autonomy in making decisions;
Highly organized;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Preferred Education and Training:

- a) Graduation from high school or possession of a high school equivalency diploma; AND
- b) Associate's degree or higher in Office Technology, Legal Secretarial, Paralegal, or Business Administration;
AND two (2) years of legal secretarial or paralegal experience which included computer use and bookkeeping;
OR
- c) Four (4) years of experience as described in (b); OR
- d) An equivalent combination of training and experience as defined by the limits of (b) and (c).