

## **OFFICE MANAGER (DISTRICT ATTORNEY'S OFFICE)**

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of this class involve responsibility for the day-to-day operations of the District Attorney's Office. This position plans, directs and coordinates the administrative, procurement, communications and financial activities of the Ulster County District Attorney's Office. Work is performed under the general supervision of the District Attorney with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over clerical staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees the day-to-day operations of the District Attorney's Office and supervises all clerical and non-legal staff;

Provides legal support and assistance to ADAs, Bureau Chiefs and Investigative units within the District Attorney's Office;

Directs and oversees the clerical operations and support functions at the District Attorney's Office;

Provides comprehensive coverage across all DA locations and services to ensure consistent and reliable support;

Reports and responses to the supervision of Executive ADA regarding all duties and functions;

Receives and records service of process and appropriately redirect without delay such materials served to the proper employee for timely action;

Handles the recruitment, onboarding and offboarding of employees.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of financial account and record keeping practices; Thorough knowledge of office terminology, procedures and equipment; Good knowledge of the principles and modern practices of office and personnel management; Familiarity with departmental organization functions, policies, laws, regulations and procedures; Ability to understand and carry out complex oral and written instructions; Ability to operate various hardware and software platforms; Ability to prepare financial statements, correspondence and reports; Ability to plan and supervise the work of others; Ability to secure the cooperation of others; Ability to deal effectively with the public; Good judgment in solving complex clerical and routine administrative problems; Initiative and resourcefulness; tact and courtesy; integrity.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a J.D or Master's degree in legal studies, law, public administration or business administration, financial administration and three (3) years of full-time paid, or its part-time equivalent, work experience in a legal office position which involved responsibility for supervisory and administrative details; OR
- B. Possession of a Bachelor's degree in legal studies, law, business, political science, or related field and five (5) years of full-time paid, or its part-time equivalent, work experience in a legal office position which involved responsibility for supervisory or administrative details; OR
- C. Possession of an Associate's degree and seven (7) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; OR
- D. Graduation from High School Diploma plus 20years of hands-on experience as legal assistant or paralegal in a litigation law firm, preferably in criminal law, including 10 years of experience as a supervisor or office manager.
- E. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY  
4564 OFF MGR DA  
Classification: Competitive  
MGT-19

Adopted: September 21, 2026