

CONFIDENTIAL SECRETARY TO THE PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class functions as the personal secretary to the Public Defender, performing a variety of clerical/ secretarial tasks requiring confidentiality. This position requires the ability to type and the ability to take and transcribe dictation. Supervision received is of a general nature. Considerable leeway is allowed for the exercise of independent judgment. 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.

Indexes and files material;

Takes and transcribes dictation of a legal nature;

Types memoranda, letters, reports and other material;

Composes routine correspondence and memoranda;

Schedules appointments and court appearances;

Assists defendants in making bail arrangements;

Makes arrangements for release of prisoners from jail following acquittal, payment of bail or fulfillment of other legal conditions for release;

Establishes and maintains liaison with community and governmental agencies whose services relate to the operations of the public defender's office;

Refers defendants and their families to community and governmental services;

Performs a variety of routine administrative functions such as preparing vouchers, maintaining supply inventory, requisitioning supplies as needed, etc.;

Answers telephone, takes messages, directs callers to proper persons and gives out routine information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of a legal terminology; ability to handle routine administrative details independently; ability to maintain confidentiality; ability to type at an acceptable rate of speed; ability to carry out oral and written directions; ability to compose routine correspondence, memoranda and other written material; ability to get along well with others; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid, or its' part-time equivalent secretarial experience; **OR**
- B. Four (4) years of full-time paid, or its' part-time equivalent secretarial experience; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Note: College level study in a regionally accredited or New York State registered college or university in the field of secretarial science, business administration or related field may be substituted for up to two (2) years of the above required secretarial experience.

ULSTER COUNTY
1670 CON SEC PD
Classification: Non-Competitive
NUMGT

Adopted: August 28, 1980
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