

LEGAL SECRETARY TO THE DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing secretarial and administrative duties at the Ulster County District Attorney's Office. The duties of the position include independently performing many of the day-to-day administrative and routine affairs of a legal office in order to relieve the District Attorney and staff of procedural paperwork and communications. The tasks involve the use of specialized legal terminology and a general understanding of specific laws, rules, procedures and policies utilized in the Office of the District Attorney. A significant portion of the work involves word processing. The work is performed under the general supervision of the District Attorney or members of the professional staff, with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. 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.

Processes Court briefs, petitions, memoranda, motions, orders, affidavits, affirmations and other legal material;

Periodically handles all administrative requirements regarding appeals to the Appellate Division;

Generally assists all Assistant District Attorneys who oversee all appeals and the handling of 440 motions;

Responsible for all associated work regarding subpoenas;

Processes various legal forms from rough drafts, and/or brief oral instructions;

Prepares, types, files and records various standardized legal documents, court dockets and other legal papers;

Composes and types routine correspondence independently applying knowledge of departmental operations, procedures and regulatory requirements;

Maintains legal files, correspondence and operating files for the office;

Furnishes routine information either in person, or via telephone;

Maintains a variety of records and files;

May proofread legal documents checking citations in original references for accuracy and completeness;

May gather and publish data for monthly reports;

May act as secretary to the District Attorney when needed;

May maintain case dockets and calendars;

May serve as notary and notarize or serve as witness in the notarizing of legal documents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of law office methods and legal terminology and formatting; good knowledge of business arithmetic and English; working knowledge of office procedures and equipment; organizational skills; ability to handle routine administrative details independently; ability to prepare written material; ability to understand and carry out difficult oral and written directions; ability to maintain confidentiality; ability to type at an acceptable rate of speed; initiative; resourcefulness; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Paralegal certificate, as approved by the American Bar Association, and six (6) months of experience working as a Paralegal, Legal Assistant or Legal Secretary; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Business Office Technology, Secretarial Science, or a related field and one (1) year of progressively responsible work experience as a Legal Secretary or Legal Assistant; **OR**
- C. Successful completion of thirty (30) credit hours from a vocational training school or institute, college or corporate training program in the field of Business Office Technology, Secretarial Science or a closely related field and two (2) years of progressively responsible work experience as a Legal Secretary or Legal Assistant; **OR**
- D. Graduation from high school, or possession of a high school equivalency diploma and three (3) years of progressively responsible work experience as a Legal Secretary or Legal Assistant; **OR**
- E. An equivalent combination of the training and experience as indicated in A, B, C and D above.

Note: Paid, part-time work experience will be considered on a pro-rated basis.