

Secretary/Para-Legal Aide To The District Attorney Tompkins County

Department: District Attorney
Classification: Competitive
Labor Grade: Confidential grade K (61)
Approved: Originally Created 05/2006
Revised: 12/22
By: RP, Commissioner of Human Resources

SUGGESTED MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered two-year college or university with at least 60 hours in Paralegal Studies or related field; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) legal clerical experience; **OR**
- (c) Any combination of training and experience that is acceptable the District Attorney or equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative level position involving complex para-professional legal clerical work in the Tompkins County District Attorney's Office. The incumbent is responsible for office management and administrative support for the District Attorney and Assistant District Attorney(s). The work involves organization of files, assignment of cases, management of office calendar and preparation of Court orders and other legal documents. A working knowledge of criminal law, legal procedures and various administrative policies is required in order to adequately perform the duties of this position. The work involves substantial operation of a personal computer. The incumbent exercises a moderate amount of autonomy and independent judgment when performing these duties. This employee works under the direction of the District Attorney. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assist in the preparation of legal documents;

Management of case file database and digital repository;

Type letters, memoranda, reports and other materials related to the District Attorney's Office;

Type, process, index, sort records and maintain confidential and regular correspondence files necessary for the operation of the District Attorney's Office;

Good organizational ability, including the ability to keep numerous case files neat and orderly and their contents readily accessible;

Collection, preparation and organization of Discovery materials pursuant to Criminal Procedure Law 245;

May subpoena witnesses, officers and others involved in cases;

Prepare statistical reports;

Assist with payment of office bills and ordering of supplies;

Draft and file court orders and other legal documents required for Court proceedings;

Accurately draft various legal documents, including preparation of time sensitive material;

Service and notification of outside attorneys and witnesses for pending hearings;

Conduct correspondence on matters where policies and procedures may or may not have been defined;

Answer telephone, schedules appointment such as arraignments, pleas and answer requests for various information from the

general public, judges, court clerks, attorneys, etc.;

Preparation of all incoming DWI files; and

Other related duties as required.

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KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general knowledge of general legal principles, practices and procedures;

Working knowledge of office procedures, terminology and equipment;

Good general knowledge of business arithmetic and good grammatical English;

Good general knowledge of functions and procedures of courts;

Working knowledge of the laws pertaining to criminal legal proceedings;

Ability to type accurately at a satisfactory rate of speed using a typewriter and/or personal computer;

Ability to understand and carry out complex oral and written directions;

Ability to write legibly;

Ability to establish and maintain cooperative relationships with the public and with other governmental and private agencies;

Ability to deal with emotional situations and people;

Ability to operate and perform routine maintenance of office equipment, such as printers, fax machines, copy machines, etc.;

Ability to maintain confidentiality of sensitive information, cases and files;

Professional and mature demeanor representative of the District Attorney's law office setting;

Mental alertness, neatness, accuracy, integrity, tact, and good judgment are required; and

The employee's physical condition shall be commensurate with the demands of the position.