

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Adopted: 11/15/06

SECRETARY TO PUBLIC DEFENDER (CIVIL)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Public Defender's Civil Division Office and involves responsibility for the independent performance of a variety of confidential secretarial functions to the Department head. It is a position of special trust and confidence, requiring exchange of sensitive and confidential material. The incumbent serves at the pleasure of the Department head. Supervision may be exercised over subordinate clerical personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as secretary to the Department head;
Relieves the Department head of office detail by making appointments, receiving calls and visitors, and referring them to the proper persons;
Maintains an appointment book for the Department head;
Serves as office manager, directing day-to-day clerical activities;
Processes, and distributes, incoming mail (or directs same) according to policy of the department;
Composes and types routine correspondence, applying knowledge of the Department head's office operations and regulations;
Takes and transcribes legal dictation of letters, motions, minutes, reports, etc. as necessary;
Prepares requisitions, occasionally keeps time records, and maintains personnel files of Department head employees;
Processes vouchers and requisitions;
Maintains inventory of office supplies;
Assists the Department head in the preparation of the annual operating budget;
Assembles a variety of data from office records and outside sources for incorporation in reports;
Arranges travel reservations and meetings, as needed;
Maintains a record of employee expense vouchers;
Maintains complete and accurate files;
May attend meetings and hearings, and take notes for preparation at such meetings;
Operates computer, typewriter, copier and other office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the Department head's office organization, functions, policies and regulations; thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of English and business arithmetic; working knowledge of legal terminology; ability to handle routine office details independently, including the composition of legal motions, reports, letters and memoranda without dictations; ability to maintain confidentiality; ability to plan and direct the work of others; ability to take and transcribe dictation, as necessary; tact and courtesy in dealing with others; initiative and resourcefulness in solution of problems; accuracy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Sociology, Psychology, Criminal Justice or Secretarial Science **AND** two (2) years of secretarial experience; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of secretarial experience.

Adopted: 11/15/06