

ASSISTANT TO COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the County Attorney, an incumbent in this position directs and coordinates all phases of non-legal administration and management of the Law Department. This class exercises considerable independence and judgment in the administrative management function of the department to insure the efficiency of non-legal operations including budgetary, financial, purchasing, personnel, records management, and work methods and procedures. This class serves as the principal advisor to the County Attorney in administrative matters and in this capacity is the department's liaison with other County departments. Supervision is exercised over clerical and administrative personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and evaluates the work of all clerical and administrative personnel with the exception of the Secretary to the County Attorney;

Prepares budget estimates and requests and reviews and analyzes them in accordance with policy direction established by the County Attorney;

Initiates and conducts plans to analyze, formulate and revise departmental programs, operations and organizational structure;

Monitors and reports on internal operations to ascertain effectiveness, consistency and extent of policy compliance;

Coordinates office administration by providing proper technical advice and assistance to supervisors;

Analyzes the work flow methods and procedures of the department and recommends and implements appropriate changes;

Insures that case loads are appropriately distributed among the support staff;

Develops and directs an effective records management and information system for the department;

Plans or conducts training and instruction to keep the clerical and administrative staff informed of revisions in policy and procedures;

Administers departmental civil service, payroll and purchasing activities;

Acts as departmental liaison between the Law Department and other County departments;

Performs administrative duties to ensure the efficient operation of the County Attorney's Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of departmental organization and administrative processes and techniques; thorough knowledge of departmental personnel and civil service procedures; thorough knowledge of the policies, procedures, programs and objectives of the Law Department; good knowledge of budgetary theory and techniques; good knowledge of office procedures and practices; ability to identify critical operating problems and to formulate and effectively implement realistic solutions for ongoing operations with minimum disruption; ability to plan, supervise and evaluate the work of assigned personnel; ability to support recommendations effectively both orally and in writing; ability to carry out complex oral and written directions; ability to establish and maintain effective working relationships; tact; resourcefulness; sound judgment; initiative; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma and either a) Bachelor's Degree and four years experience in office management, public or business administration involving personnel or budget administration including two years at a supervisory level; or (b) eight years experience as specified in (a), four of which must have been at the supervisory level; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: E0339
Job Group: XI