SECRETARY TO TOWN ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Town Attorney, the incumbent of this class is responsible for performing a variety of administrative and secretarial duties in order to assist the Town Attorney in the smooth operation of the department. The incumbent in this class relieves the Town Attorney of administrative detail and of contacts which should more appropriately be made with department staff. The incumbent must work with sensitive and/or confidential information and must exercise discretion in its handling. Supervision is exercised over the work of support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates office equipment such as word processor, personal computer, to produce correspondence, legal briefs, opinions, memoranda, legal documents (deeds, contracts) from oral and/or written instructions or dictaphone or from independently prepared replies to inquiries;

Responds to routine, non-legal inquiries independently or routes them to appropriate staff if not requiring Town Attorney's formal attention;

Receives calls and callers, providing information, assistance and referral;

Maintains Town Attorney's confidential and personal files, legal files and reference cross files;

Manages and maintains department Law Library;

Manages and maintains office calendar for all litigation: schedules and maintains Town Attorney's calendar;

Orders and maintains office supplies; maintains office financial records relative to department budget and purchasing;

Assembles and summarizes a variety of information for reports, special projects, studies at the Town Attorney's request;

Supervises clerical personnel;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

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SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of office administration, procedures, and equipment; thorough knowledge of business English; good knowledge of data-based management as relates to record keeping of legal information; ability to handle administrative details independently; ability to format and data enter legal documents ; ability to independently compose routine correspondence; ability to maintain confidentiality in regard to legal matters; ability to assemble material and communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to establish and maintain an effective working relationship with professional staff as well as the general public; ability to respond to a sensitive situation and follow an effective course of action; initiative; tact; courtesy; sound judgment; high degree of discretion in handling confidential matters; physical condition commensurate with the duties of the position.

DESIRABLE MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) five years of secretarial experience, two years of which must have been in a legal office; or (b) completion of two years of study at a regionally accredited or New York State recognized college, university or business school with major course work in secretarial science and two years of experience in a legal office; or (c) a satisfactory equivalent combination of the foregoing training and experience.