

SECRETARY TO PUBLIC DEFENDER

JOB CODE: 6150
DEPARTMENT: Tioga County Public Defender
CLASSIFICATION: Exempt
ADOPTED: 1/1/2020; revised 3/2020

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the independent performance of complex and confidential clerical and administrative support (includes: data entry for case management, conflict checks, processing of payment claims for all office expenses in accordance with County computer programs, rules and procedures) for the Public Defender, which requires knowledge of common legal terms used in the preparation of briefs and other legal documents. General supervision is received from the Public Defender although much of the routine work is done on an independent basis. The incumbent is responsible for clerical accuracy as to form and content and for the checking of citations and for explaining and interpreting proper legal procedures to attorneys and the general public. Leeway is allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Performs a variety of general clerical and administrative duties of a corresponding degree of difficulty, including the processing and maintenance of various legal documents;
- Proofreads such documents which includes the checking of citations in original reference for accuracy and completeness;
- Files, records and docket cases received by County court;
- Receives, handles, sorts and distributes all incoming mail;
- Acts as a liaison with other agencies and department staff, relieving the Public Defender of routine contacts and correspondence;
- Uses typewriter, word processor and/or personal computer to type materials from copy, rough draft, dictating machine and other detailed instructions;
- Prepares vouchers for subpoenas, expert witness fees, travel and office expenses;
- Performs basic functions of purchasing including processing of invoices;
- Handles the scheduling of appointments and responds to client inquiries as appropriate;
- May take and transcribe the dictation of legal briefs, petitions, motions, orders, opinions, notices and other legal documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of general legal principles, practices and procedures; Thorough knowledge of office procedures, terminology and equipment; Thorough knowledge of business arithmetic and English; Ability to handle routine administrative details independently, including the composition of letters and memoranda; Ability to understand and carry out complex oral and written instructions; Ability to establish and maintain cooperative relations with the public and other governmental and private agencies; Ability to transcribe dictation at an acceptable rate of speed; Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; Confidentiality; Physical condition commensurate with the demands of the position.

PREFERRED QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science or closely related field and two years of full-time legal clerical experience or its part-time equivalent in an office setting which involved using a typewriter, word processor or personal computer; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time legal clerical experience or its part-time equivalent in an office setting which shall have involved using a typewriter, word processor or personal computer; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).