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

Department: District Attorney
Classification: Competitive
Labor Grade: Confidential grade K (61)
Approved: 5
Revised: Originally Created 05/2006
By: AF, Commissioner of Personnel

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 use of various legal researching tools to perform legal research, prepare Court orders and other legal documents. A working knowledge of 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 theses 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;
Types dictation of letters, memoranda, reports and other materials related to the District Attorney’s Office;
Types, processes, indexes, sorts records and maintains 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;
May subpoena witnesses, officers and others involved in cases;
Prepares 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 drafts various legal documents, including preparation of time sensitive material;
Service and notification of outside attorneys and witnesses for pending hearings;
Obtains legal reference material and performs legal research;
Conducts correspondence on matters where policies and procedures may or may not have been defined;
Answers telephone, schedules appointment such as arraignments, pleas and answers 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.

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 legal proceedings;
Ability to do legal research using law library legal reference material or electronic research (West Law);
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.