

CONFIDENTIAL SECRETARY TO THE DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving the responsibility for performing secretarial and administrative functions with a considerable level of independent judgment. The work is performed under the general supervision of the Direct Attorney. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, distributes, and responds to general and confidential correspondence and composes letters for official signature on behalf of the District Attorney;

Makes appointments and maintains the calendar for the District Attorney;

Maintains all files including those that are confidential in nature and personnel records;

Maintains and prepares a variety of reports and records, including those related to investigations and prosecutions;

Reviews accounts, reports and other documents for completeness and accuracy;

May supervise support staff, including scheduling and coordinating work;

May assist with personnel and payroll functions, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of office management; good knowledge of administrative principles and practices; ability to prepare correspondence, reports and other materials; ability to communicate effectively, both orally and in writing; ability to carry out complex oral and written instructions; ability to supervise the work of others; ability to establish and maintain cooperative working relationships with others; ability to use computer programs and applications (e.g., Microsoft Word, Excel).

MINIMUM QUALIFICATIONS: Qualifications determined by appointing authority.

R.C.D.P. (11.14.2023) 12.27.2024

Exempt