

EXECUTIVE ADMINISTRATIVE SECRETARY-LAW

Rev. 4/00
Erie County
W-048
Exempt
JG XIII
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for serving as administrative secretary to the County Attorney and his deputies and performing administrative management duties in the Department of Law. In addition to performing legal/administrative duties for the County Attorney and his deputies, the incumbent relieves the County Attorney and his deputies of a considerable amount of administrative details and contacts which should be appropriately directed to other Law Department staff. The work requires the frequent exercise of independent judgment to resolve problems. Work is performed under the general supervision of the County Attorney, and general or direct supervision is exercised over subordinate staff engaged in the maintenance of budgetary, accounting, payroll, personnel, contract processing and related functions. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs legal secretarial duties of a very complex nature;
Administers the department's personnel and payroll processing function entering daily information into the County's computer system;
Administers the County's self-insurance fund including the processing of payment checks and ensuring information is processed to appropriate litigation file;
Prepares department's annual budget requests and administers current year's budget expenditures including the timely preparation and submission of required intern reports to the budget Office;
Assigns as needed with the assignment of litigation files and the maintenance of a computer database to track cases;
Oversees the local law process ensuring that required datelines, public notices, public hearings and notices are in conformance;
Coordinates the department's purchasing process and maintains inventory records;
Administers grant programs assigned to the department, ensuring appropriate reports are submitted as required;
Conducts research, compiles data and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods and techniques of law office organization and management;
Thorough knowledge of the principles and procedures of departmental budget administration;
Thorough knowledge of administrative and procedural regulations applicable to the department;
Good knowledge of computer operating systems and application software;
Ability to take and transcribe difficult legal dictation;
Ability to carry out complex oral and written directions;

Continued.....

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: continued.....

Ability to plan, organize and supervise the work of subordinate staff;
Ability to promote and maintain effective departmental and public relations;
Ability to express oneself clearly and concisely, both orally and in writing;
Tact;
Dependability;
Initiative and resourcefulness;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree; **or** the completion of two (2) years (four (4) semesters) of post-secondary study and five (5) years of administrative or para-professional legal office experience; **or** a high school diploma and ten (10) years of administrative or para-professional legal office experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements