

Jurisdictional Class: Competitive
Adopted: October 12, 1988
Revised: April 23, 2010

ADMINISTRATIVE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is a highly important clerical position involving the responsibility of a variety of activities as assigned by the District Attorney and Assistant District Attorneys. The position is characterized by the high degree of mature judgment required and the knowledge of common legal terms relating to criminal law encountered in everyday use and in the preparation of legal documents. Work is performed in accordance with general supervision of the District Attorney and other superiors with considerable leeway for independent judgment in carrying out the details of assignments. Supervision is exercised over the work of subordinate clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Schedules Grand Juries and coordinates witness subpoenas and obtains all necessary documents for presentment of criminal cases;

Prepares day calendar for each day of Grand Jury;

Performs various secretarial duties for District Attorney and Assistant District Attorneys;

Handles items and situations requiring discretion and confidentiality;

Maintains petty cash checking account;

May make travel arrangements for District Attorney, Assistant District Attorneys and witnesses;

Acts as liaison for District Attorney with outside agencies and department heads;

Performs a variety of general clerical duties;

May supervise all support staff;

Supervises personnel transactions, including receiving candidate lists, processing appointments, scheduling job interviews, etc;

Receives criminal complaints for all cases in the specific courts assigned, opens case files and directs them to attorney assigned to these courts;

Maintains master file for all cases and is responsible for clerical file maintenance for specific Special Prosecutor cases and works with attorney assigned to assist with paperwork from inception to disposition;

Receives grant awards and processes all necessary paperwork required for applications and progress reports;

Prepares proposed resolutions for Legislature's Public Safety Committee and Full Board meetings;

Responsible for processing department's contracts;

Responsible for completing all necessary paperwork and tracking cases in a timely manner for fugitives brought back to New York State through extradition or the Interstate Agreement on Detainers according to statutory guidelines, acting as liaison with Governor's office and all other agencies involved, tracking case from beginning of process through to the return of the fugitive(s).

Administrative Aide

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of law office methods, practices, procedures, forms and common legal terms related to criminal law;

Good knowledge of business English;

Working knowledge of business arithmetic;

Good knowledge of supervisory practices and procedures;

Demonstrated ability to type accurately;

Ability to understand and interpret written material;

Ability to get along well with others;

Clerical aptitude;

Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years of secretarial experience, two (2) years of which must have been criminal law secretarial experience. In addition to the above four years experience, one (1) additional year of any administrative or supervisory experience is required.

NOTE: Secretarial training or education in criminal justice or a related field beyond high school may be credited for the above required experience on a year-for-year basis for the four (4) years secretarial experience. The one (1) year of administrative or supervisory experience cannot be substituted.