

**EXECUTIVE ASSISTANT FOR INDIGENT LEGAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs complex clerical duties and independently carries out a wide variety of complex procedures and projects as defined by the Assigned Counsel Program & Indigent Legal Services. Duties include, but are not limited to, account keeping, filing, office management, assisting with budget development and overseeing grant administration and purchasing for the Assigned Counsel Program. The work is performed under the direct supervision of the Herkimer County Attorney with leeway allowed for the exercise of independent judgment. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:**

Handles account keeping, filing and office management for the Assigned Counsel Program;  
Prepares highly confidential correspondence on matters both where policies and procedures have been clearly defined and where only a brief explanation is provided;  
Schedules meetings or conferences, may brief attendees on subject matter prior to meetings;  
Screens callers or visitors to determine nature of inquiry and refers to the appropriate person or office;  
Creates and maintains databases for the compilation of data and statistical analysis for the Assigned Counsel Program;  
Assists the Assigned Counsel Administrator in the scheduling of attorneys and the making of assignments;  
Prepares Legislative resolutions and contracts as needed;  
Under general direction, provides services and information to County departments, other agencies and the general public;  
Oversees grant administration for Assigned Counsel Administrator;  
Independently carries out a wide variety of complex procedures and projects as defined by the Assigned Counsel Program;  
Assists Assigned Counsel Administrator with budget development by preparing County Budget documents;  
Aids in budget studies and assists in the preparation of the total County Budget;  
Attends meetings as directed;  
Prepares and maintains time records and payroll data as required for the Assigned Counsel Administrator;  
Coordinates purchasing for Assigned Counsel Program;  
Receives, handles, sorts and distributes all incoming and outgoing mail;  
Takes and prepares minutes and distributes copies to appropriate individuals.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office management terminology, techniques, practices, procedures and equipment; thorough knowledge of a wide variety of micro-computer applications and software such as spreadsheets, word processing, database application, e-mail, presentation software and electronic calendar programs; good knowledge of the principles of government organization and function, laws, and policies; good knowledge of complex analytical and statistical tools and techniques; good knowledge of research process and

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** *(Continued)*

techniques; good knowledge of budget processes; excellent written and verbal communication skills; high level of skill, precision and manual dexterity in the operation of a personal computer and its related software programs; ability to prepare, understand and interpret a wide variety of written material; ability to handle challenging administrative assignments independently; ability to multi-task, display good judgment in solving complex clerical, mathematical, statistical and administrative problems independently; ability to deal effectively and professionally with all types of individuals; ability to handle highly confidential information; ability to carry out complex oral and written directions; ability to maintain records and prepare written reports; resourceful; creative; sound reasoning; tact; integrity; dependability; accuracy; courtesy.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in Legal Secretarial Science or closely related field and one (1) year of full-time paid, or its part-time equivalent, clerical experience; or
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid, or its part-time equivalent clerical experience.

Competitive Class  
Adopted 3/22/2022 PO