

# NEW CASTLE COUNTY GOVERNMENT

Number 0055

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Date 02/25/19

## CLASS SPECIFICATION

Title: SECRETARY TO THE COUNTY ATTORNEY

Approved: 

**GENERAL STATEMENT OF DUTIES:** Performs a variety of paralegal, administrative, and secretarial duties requiring a high degree of confidentiality and discretion for the County Attorney and County Solicitor; performs senior administrative and supervisory work in conjunction with the Law Office Administrator; and does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class handles paralegal, administrative and secretarial tasks which are highly confidential in nature. This includes screening and appropriately routing or handling telephone calls, visitors, and mail and electronic communications; conducting confidential legal research and crafting memoranda; scheduling appointments and meetings; and maintaining and coordinating the County Attorney's calendar. Substantial latitude for independent action is delegated by the County Attorney to resolve administrative problems in conjunction with the Law Office Administrator. This employee may supervise support staff in the office as determined by the County Attorney, County Solicitor and/or the Law Office Administrator. In many instances, this employee acts as a liaison between the County Attorney/County Solicitor and other general managers/row officers and works under the general supervision of the County Attorney.

### EXAMPLES OF WORK: (Illustrative only)

- Researches and composes legal memoranda;
- Meets callers, ascertains the purpose of their visit, and disposes of the matter or routes the matter to the appropriate source;
- Screens calls and incoming communications as requested, and answers inquires which do not require the County Attorney's attention or routes matters to the appropriate source;
- Takes and transcribes difficult dictated material requiring a high degree of accuracy involving legal terminology;
- Types legal opinions, deeds, briefs, motions, reports, correspondence, and other materials;
- Prepares routine replies to correspondence;
- Files legal documents, correspondence, and other materials;
- Maintains contact with County Council, the County Executive's Office, and other County departments/row offices to handle business for the County Attorney and County Solicitor;
- Makes appointments and maintains a calendar for the County Attorney;
- Supervises the work of support staff as requested by the County Attorney or County Solicitor in conjunction with the Law Office Administrator;
- Handles purchasing duties such as preparation of purchase requisitions, keeping budgetary records, and preparing related reports as delegated by the Law Office Administrator;

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Title: SECRETARY TO THE COUNTY ATTORNEY

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- Supervises the maintenance and update of the office filing system in conjunction with the Law Office Administrator, to include the law library;
- Performs routine research, investigates facts in matters relating to the business of the County Attorney's office, and prepares related reports;
- Prepares payroll and maintains personnel and payroll records for the office as delegated by the Law Office Administrator;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Strong research and writing skills and proficiency in use of various research tools; ability to handle sensitive matters and maintain confidentiality; ability to organize and prioritize work; strong attention to detail and accuracy; some knowledge of elementary bookkeeping; thorough knowledge of modern office practices, procedures, equipment, spelling, business English and mathematics; thorough knowledge of legal terminology, forms methods, and procedures; thorough knowledge of the functions and scope of authority of County departments and offices as related to the handling and disposition of requests for information and delegated administrative details; ability to make decisions in accordance with laws, ordinances, regulations, and appropriate policies and procedures; ability to operate word processing equipment, personal computer, data processing terminal and other related equipment using current software; ability to prepare appropriate correspondence on routine matters and to perform routine office management details with only general supervision; ability to maintain effective working relationships with managers of other County departments, elected officials, other employees, and the public; ability to communicate courteously and effectively, both verbally and in writing.

**MINIMUM QUALIFICATIONS:** Possession of an associate degree from an accredited college and a paralegal certificate from an accredited school with preference for a bachelor's degree from an accredited college, or six years of experience serving as a paralegal or legal secretary at a law firm or in a government office performing related work.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 08/03/89  
Revised: 03/01/94  
Revised: 10/16/95  
Revised: 07/01/97  
Revised: 11/01/98  
Revised: 05/01/03  
Revised: 02/25/19