

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE MEETING
PUBLIC DEFENDER AGENDA
June 21, 2022

COMMITTEE MEMBERS: Supervisors GERACI, Braymer, Seeber, Dickinson, Driscoll, McDevitt and Diamond - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: Request to Increase or Decrease Salary of Non-Union Position – Assistant Public Defender (9)
Rationale: To amend the table of organization and Warren County Salary and Compensation Plan
 2. Request: Notice of Intent to Fill Vacant Position – Assistant Public Defender (6)
Rationale: To fill the vacant position of Assistant Public Defender (6) after promotion
 3. Request: Request to Increase or Decrease Salary of Non-Union Position – Assistant Public Defender (6)
Rationale: To amend the table of organization and Warren County Salary and Compensation Plan
 4. Request: Request to Create New Position – Legal Clerk III
Rationale: To create a Legal Clerk III Position to better fit the needs of the Public Defender’s Office. This position will be funded by deleting the Legal Clerk and Investigator positions currently funded in the budget. This position will be 65% funded by ILS with the remaining 35% funding reallocated from the Investigator budget line.
 5. Request: Notice of Intent to Fill Vacant Position – Legal Clerk III
Rationale: To fill the vacant position Legal Clerk III
 6. Request: Request to Increase or Decrease Salary of Non-Union Position – Investigator
Rationale: To amend the table of organization and Warren County Salary and Compensation Plan
 7. Request: Request to Increase/Decrease Salary of Non-Union Position – Confidential Secretary
Rationale: To be prepared to adjust the current position for the new Confidential Secretary to the Public Defender
 8. Request: Notice of Intent to Fill Vacant Position – Confidential Secretary
Rationale: To be prepared to fill the position Confidential Secretary when vacated
- IV. Discussion Items:
- V. Referrals/Pending Items:
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

Attachments:

1. Resolution Request Form No. 13 – Request to Increase/Decrease Salary of Non-Union Position – APD9
2. Resolution Request Form No. 12 – Notice of Intent to Fill APD6
3. Resolution Request Form No. 13 – Request to Increase/Decrease Salary of Non-Union Position – APD6
4. Resolution Request Form No. 11 – Request to Create New Position – Legal Clerk III
5. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position – Legal Clerk III
6. Resolution Request Form No. 13 – Request to Increase/Decrease Salary of Non-Union Position – Investigator
7. Resolution Request Form No. 13 – Request to Increase/Decrease Salary of Non-Union Position – Conf. Secretary
8. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position – Confidential Secretary

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/21/2022

- (a) Employee Name, Title and Employee No.:
Assistant Public Defender (9)
- (b) Current Annual Base Salary (and Grade if Applicable):
\$71,988
- (c) Former Annual Base Salary (and Grade if Applicable):
\$74,089
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
6/20/2022
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
n/a
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
To amend the table of organization and Warren County Salary and Compensation Plan

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/21/2022

(a) Employee Name, Title and Employee No.:

Assistant Public Defender (6)

(b) Current Annual **Base** Salary (and Grade if Applicable):

\$65,295

(c) Former Annual **Base** Salary (and Grade if Applicable):

\$70,806

(d) Effective Date for Salary Change*:

**Please do not backdate request unless the purpose is to correct an error*

7/18/2022

(e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:

n/a

(f) Is a Budget Transfer needed? YES NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded within the current budget:

(g) Is there expected revenue from this position? YES NO

If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue

(h) Justification of Request:

To amend the table of organization and Warren County Salary and Compensation Plan

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Warren County Public Defender's Office Payroll Dept. No: 6.01 A.1171 4201 110
Title of Position: Assistant Public Defender (6) Base Salary of Position: \$65,295 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.1171 4201 110 PD Upstate Quality Improvement Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13344/Duhaney Date of Vacancy: 6/20/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State 100 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PUN
Human Resources Director has approved this form when initialed. 12/15/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 6/15/22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank C. Thomas Date 6/15/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature M. Ghazali approved verbally [Signature] Date 6/21/22

ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for representing indigent defendants as assigned by the Public Defender. The work involves representing the defendant through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, the Assistant Public Defender assists the Public Defender in the investigation, preparation, conduct and appeal in various court and legal proceedings involving indigent defendants. Work is performed under the general supervision of the Public Defender with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents and counsels defendants at every stage of proceedings following arrest;
Initiates such proceedings as are necessary to protect the rights of the accused;
Assists the Public Defender in the preparation of various court proceedings;
Confers with defendants, law enforcement personnel, judges, and District Attorney's staff concerning individual cases;
Investigates respondent's financial status in family court support matters;
Prepares cases for trial by responding to motions, preparing for hearings, evaluation case, plea-bargaining and discussing case with District Attorney staff in criminal cases and with attorney for the other party in family court cases;
Prepares all pleadings, including petitions, answers, discovery demands, motions and orders in Family Court matters;
Prepares for trial by researching law and rules of evidence, preparing trial file of evidence, reviews prospective jurors, reviews trial charges by judge, prepares witnesses for trial and develops trial strategy;
Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records;
Tries cases, including jury selection, presentment of cases, questions witnesses at trial, preparing opening statements and preparing closing summations;
May handle post judgment motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in Superior Court;
May handle appeals by preparing brief, arguing appeal in the Appellate Division, seeking permission of Court of Appeals if not a matter of right, and arguing the appeal in the Court of Appeals.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of New York State and Federal criminal law, New York family court act and court proceedings;
Good knowledge of judicial procedures and rules of evidence;
Ability to interpret and work with New York State and Federal criminal code;
Ability to communicate effectively both orally and in writing;
Ability to reason quickly and logically in stressful situations;
Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion;
Ability to analyze and organize facts effectively;
Ability to prepare for and present cases in court;
Ability to establish and maintain effective working relationships with others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

At the time of appointment, possession of a license to practice law in the State of New York.

SPECIAL REQUIREMENT: Possession of an appropriate NYS motor vehicles license at the time of appointment or otherwise demonstrate an ability to meet the transportation needs of the position.

WC: 2003, 2015, 2021

JC: Exempt

Format Update 2022

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of legal terminology, documents and legal services office procedures;
Good knowledge of office terminology;
Ability to understand and carry out complex written and oral instructions;
Ability to handle administrative details independently;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Ability to establish and maintain effective working relationships;
Ability to maintain confidentiality of sensitive information, cases and files;
Accuracy; dependability, tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- A) Bachelor's Degree and one (1) year of office clerical experience which must have involved production and processing of law office documents; or
- B) Associate's Degree and three (3) years of office clerical experience, one year of which must have involved production and processing of law office documents; or
- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of office clerical experience, one year of which must have involved production and processing of law office documents.

NOTE: Post high-school study in a law or criminal justice related field may be substituted for experience on a year-for-year basis.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/21/2022

- (a) Title of Requested Position: **Legal Clerk III**
- (b) Annual Base Salary (and Grade if Applicable): **\$40,784 (grade 10)**
- (c) Effective Date for New Position*: **7/18/2022**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Legal Clerk \$34,193 (grade 5)
Investigator \$23,988 (p/t)
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1171 4202 110 Public Defender Hurrell-Harring Salaries - \$34,193
A. 1171 110 Public Defender Salaries \$6,591
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Warren County Public Defender's Office Payroll Dept. No: 6.01 A.1171 4202 110 & A.1171 110
Title of Position: Legal Clerk III Base Salary of Position: \$40,784 Grade: 10
Filling at Step # (If Known): 15
Budget code and title: A.1171 4202 110 PD Hurrell-Harring Salaries & A. 1171 110 PD Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other create
Employee No./Last Name: _____ Date of Vacancy: 7/18/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 65% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Personnel 6/15/22
Human Resources Director has approved this form when initialed. HR 6/15/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 6/15/22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 6/15/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature M. Bencini approved Date 6/21/22
verbally [Signature]

LEGAL CLERK III

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position performs advanced level legal office/clerical and administrative duties to support the efficient operation of a municipal legal office. Familiarity with legal terminology used in case documents, legal briefs, contracts and/or grant program administration is required. The work involves the operation of automated systems equipment in the preparation, storage and dissemination of legal documents and correspondence. The class is distinguished from Legal Clerk II in the level of complexity of duties and independence required of the position. The work is performed under general supervision provided by legal staff, with direct supervision provided by a higher-level administrator. Incumbents may also lead and guide lower level clerical staff in the performance of specialized projects. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists attorneys in the preparation, processing and distribution of briefs, motions, subpoenas, petitions, affidavits; stipulations, orders and other legal forms for filing of federal, state and county courts as well as administrative tribunals;

Assembles supportive materials and documents to be used by attorneys for research and preparation of legal briefs, court cases and other department legal matters;

Oversees and/or participates in discovery demand document production processes;

Relieves the principals of administrative details that do not require personal attention by the use of discretion, tact and knowledge of department procedures and policies;

Handles routine telephone calls and correspondence independently or with brief oral instructions;

Gathers information, enters data and prepares reports according to federal, state and/or local requirements;

Handles and/or oversees storage of the legal files of the agency;

May assist and participate in Department grant administration and/or compliance processes;

May coordinate documentation and assist in preparation for administrative hearings;

May assist in drafting of grants related to the legal office;

Processes, indexes, scans, sorts and/or maintains confidential legal records and files necessary for the operations of the office;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Provides general clerical support services, as assigned, to enhance the office operation of the legal department;

Does related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of legal terminology, documents and legal services office procedures;
Good knowledge of office terminology;
Ability to understand and carry out complex written and oral instructions;
Ability to handle administrative details independently;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Ability to establish and maintain effective working relationships;
Ability to maintain confidentiality of sensitive information, cases and files;
Accuracy; dependability, tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- A) Bachelor's Degree and one (1) year of office clerical experience which must have involved production and processing of law office documents; or
- B) Associate's Degree and three (3) years of office clerical experience, one year of which must have involved production and processing of law office documents; or
- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of office clerical experience, one year of which must have involved production and processing of law office documents.

NOTE: Post high-school study in a law or criminal justice related field may be substituted for experience on a year-for-year basis.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/21/2022

(a) Employee Name, Title and Employee No.:

Investigator

(b) Current Annual Base Salary (and Grade if Applicable):

\$0

(c) Former Annual Base Salary (and Grade if Applicable):

\$23,988

(d) Effective Date for Salary Change*:

**Please do not backdate request unless the purpose is to correct an error*

7/18/2022

(e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:

n/a

(f) Is a Budget Transfer needed? YES NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded within the current budget:

(g) Is there expected revenue from this position? YES NO

If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue

(h) Justification of Request:

To amend the table of organization and Warren County Salary and Compensation Plan

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 06/21/2022

- (a) Employee Name, Title and Employee No.:
Confidential Secretary
- (b) Current Annual Base Salary (and Grade if Applicable):
Base: \$44,913 grade 8 (\$46,894)
- (c) Former Annual Base Salary (and Grade if Applicable):
Base: \$42,371 grade 7 (\$50,607)
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
7/18/2022
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
n/a
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
**To adjust the current Public Defender Confidential Secretary Position for Gregory V. Canale's Confidential Secretary,
and
To amend the tables of organization and Warren County Salary and Compensation Plan.**

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Warren County Public Defender's Office Payroll Dept. No: 6.01 A.1171 110
Title of Position: Confidential Secretary to Public Defender Base Salary of Position: \$44,913 Grade: (0008)
Filling at Step # (If Known): 30
Budget code and title: A.1171 110 Public Defender Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10692/Ringler Date of Vacancy: 7/18/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. POW
Human Resources Director has approved this form when initialed. 7/19/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 6/15/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 6/15/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature M. Averci approved Date 6/21/22
[Signature]

CONFIDENTIAL SECRETARY TO PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Public Defender, the incumbent in this position performs confidential and executive legal secretarial tasks, relieving the Public Defender of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities from other County department heads, local and state officials, attorneys, judges and the general public. The incumbent is appointed by the Public Defender and serves at the discretion of the Public Defender. This position must exercise a considerable amount of independent judgment in providing effective administrative and clerical support. Supervision may be exercised over clerical and secretarial support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs all executive legal secretarial tasks for the Public Defender and some administrative staff, including handling confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the District Attorney and staff;
- Uses automated office systems to prepare letters, legal documents and reports; Maintains calendar of appointments for the District Attorney, ensuring the District Attorney is apprised of all appointments and changes as well as matters requiring immediate attention;
- Gathers appropriate material from the Public Defender and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;
- Opens and screens mail addressed to the Public Defender, answers routine mail independently and routes other mail with background material as necessary;
- Maintains all files for the Public Defender, ensuring that material is properly marked and accessible for immediate use by the Public Defender and administrative staff;
- Coordinates all travel arrangements for the District Attorney;
- Coordinates the scheduling of regular staff meetings, gathering agenda items and materials as required and preparing and distributing the finalized agenda;
- Coordinates vacation schedules among administrative support staff to ensure that adequate secretarial coverage is provided;
- Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedure;
- Performs special and confidential assignments as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Thorough knowledge of responsibilities of an executive secretary;
- Good knowledge of secretarial skills, including business English, stenography, legal terminology, word processing, business arithmetic;
- Ability to compose and edit letters and memoranda; ability to type at a speed of not less than 35 words per minute;
- Ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the office; initiative;
- Tact; poise; sound judgment, initiative, integrity..

DESIRED TRAINING AND EXPERIENCE: Qualifications are set at the discretion of the Public Defender.

WC: 6.22 (Draft)

JC: Exempt