

**DEPARTMENT:** NIAGARA COUNTY DISTRICT ATTORNEY  
**CLASSIFICATION:** EXEMPT – NYSCSC APPROVED 12/17/2001  
**APPROVED:** MARCH 26, 2026

**CONFIDENTIAL SECRETARY TO DISTRICT ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent serves as the confidential secretary to the District Attorney and provides administrative support to the department. The incumbent assists the District Attorney by performing administrative duties to include scheduling, filing, assisting with meeting preparation and presentations, and responding to calls and correspondence. The incumbent assists with payroll, personnel record keeping, financial record keeping, and other projects as assigned. This is important administrative support and liaison work involving the frequent exercise of independent judgment in planning and coordinating the non-technical activities of the department in accordance with established policies, procedures, rules, and laws. The incumbent works under general direction. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Serves as confidential secretary to the District Attorney;
2. Assists the District Attorney and administrative staff by performing administrative support tasks;
3. Assists with payroll, personnel transactions, financial record keeping, preparation of the budget, maintenance of books and publications, ordering office supplies and maintaining inventory records; etc.;
4. Schedules and arranges meetings, conferences and appointments;
5. Assembles and coordinates background material;
6. Composes/authors and prepares correspondence, memoranda, reports, newsletters, informational material, legislative resolutions, and minutes of meetings, hearings and conferences;
7. Prepares and maintains activity, cost, and progress records and reports/spreadsheets related to the work using statistical and narrative information;
8. Monitors and tracks status of various program activities;
9. Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;
10. Prepares and/or updates lists, forms, statistical data, letters, etc., on a personal computer;
11. Transmits information or instructions from supervisor to appropriate staff orally, in writing, or electronically, and follows up to see that instructions are followed and deadlines are met;
12. Develops, maintains and updates complex computerized records requiring knowledge of agency services and procedures;
13. Maintains office records and statistics using database or spreadsheet software;
14. Utilizes modern office software and social media platforms;
15. Assists the District Attorney with confidential personnel matters;
16. Attends assigned meetings;
17. Provides direction on work projects, assigns work and oversees subordinate clerical employees as assigned.

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

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of Niagara County government, policies, and procedures; good knowledge of the principles, terminology, practices and procedures of the District Attorney's Office; skill in maintaining records and in preparing reports utilizing modern office software applications including word processing, spreadsheets, and databases at an acceptable rate of speed and accuracy; ability to maintain confidential and sensitive information; ability to plan, manage and organize office functions independently; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to understand and follow complex oral and written instructions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to utilize modern office software and equipment at an acceptable rate of speed and accuracy; ability to get along well with others; clerical aptitude; a high degree of accuracy, industry and dependability; integrity; confidentiality; sound professional judgment; physical condition and maturity commensurate with the demands of the position.

**CONTINUED**

**CONFIDENTIAL SECRETARY TO DISTRICT ATTORNEY CONTINUED**

**SUGGESTED MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation with a Bachelor's Degree; **OR**
2. Graduation with an Associate's Degree **and** two (2) years of full-time paid clerical experience working in a legal field which shall have involved maintaining computerized records in a database or spreadsheet application and preparing reports; **OR**
3. Four (4) years of full-time paid experience as described in #2 above.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.