

## **EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE PUBLIC DEFENDER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position provides high-level administrative support to the Broome County Public Defender's office, the Public Defender, and the Assistant Public Defender. Responsibilities involve assisting the Public Defender's office with general office management, budget development, recruiting and hiring, office training, implementation of policies and procedures, collecting and maintaining data, preparing reports, and acting as a liaison between the attorney's and support staff. The work is performed under the general supervision of the Public Defender with leeway allowed for the exercise of independent judgment in performing assigned responsibilities and tasks. Supervision is exercised over lower-level clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Establishes and maintains confidential and general office files;  
Collects budget-data and prepares budget reports as directed  
Coordinates and oversees the work of office personnel;  
Prepares a variety of periodic and special reports as needed  
Prepares and maintains a variety of correspondence, records, and reports;  
Trains and supervises all lower-level clerical staff;  
Assists in the processing of new attorneys and staff, schedules interviews, and obtains necessary information and documents;  
Assists in the coordination and completion of required continuing education for attorney's;  
Works with the Public Defender to monitor caseload standards set by the Office of Indigent Legal Services for the Assistant Public Defender's;  
Assists in the management of the day-to-day operations of the Public Defender's office;  
Prepares and maintains a variety of correspondence, records, and reports;  
Maintains logs and other controls of source materials associated with data input, output, and formal format;  
Assists with the preparation and submission of all required reporting/filing for grant compliance and reimbursement;  
Establishes and maintains confidential and general office files;  
Trains and supervises all clerical staff;  
Assists in the collection of budget-data and assists in the preparation of budget reports as directed;  
Assists in the monitoring and maintenance of the Public Defender's social media accounts;

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Assists in planning, designing, and coordinating web-based materials.

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

Thorough knowledge of administrative practices and procedures;  
Thorough knowledge of office procedures, terminology and equipment;  
Thorough knowledge of business arithmetic and English;  
Good knowledge of the organization, functions, policies, and regulations of the Public Defender's office;  
Good knowledge of the principles and practices of organization and management;  
Ability to plan, assign, review, and supervise the work of others;  
Ability to handle complex administrative details independently, including the composition of letters and memoranda, preparation and maintenance of a variety of reports and data;  
Ability to prepare and maintain sensitive materials;  
Ability to understand and carry out complex oral and written instructions;  
Ability to communicate effectively both orally and in writing;  
Ability to establish and maintain cooperative relations with the public, governmental, and private agencies;  
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Ability to coordinate various projects and tasks from beginning to end with specific attention given to details;  
Ability to express oneself clearly and concisely, both orally and in writing;  
Ability to analyze facts and to exercise sound judgment;  
Ability to prepare and maintain a variety of reports;  
Confidentiality; Integrity; Good judgment.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree

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and three years of clerical experience in an office setting;  
OR

B) Graduation from high school or possession of an equivalency diploma and five years of clerical experience in an office setting; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.