Saratoga County Public Defender's Office

Job Title: **Confidential Secretary**

Salary Range: $53,575 – 68,353 Base Salary – Grade 9

Work Location: 40 McMaster Street, Ballston Spa, NY 12020

Classification: Exempt **(No Exam required)**

Job Description

Under general direction of the Saratoga County Public Defender, an incumbent in this position performs a wide variety of complex administrative and clerical tasks, relieving the Public Defender of administrative detail by receiving and handling inquiries, complaints and requests related to departmental activities. This work involves routine contact with other County Department heads, local and state officials, the press, and the general public. A general understanding of service offerings, procedures and administrative policies is necessary as the essential nature of the work requires a substantial understanding of the management style of the Public Defender to effectively anticipate and execute judgement in their absence. Incumbent is appointed and serves at the discretion of the Public Defender. Supervision is not a requirement of this title but direction may be provided for subordinate office staff. Does related work as required.

Qualifications : (This is an exempt class title serving at will, qualifications are *suggested* only)…

   A. Possession of an Associate's Degree in Business Administration, Office Management, Secretarial Science, or a closely related field, and at least two (2) years of experience in high-level, confidential administrative support in a capacity requiring daily use of a personal computer and maintenance of complex and highly confidential files and records; **OR**
   B. Graduation from High School or possession of an Equivalency Certificate (GED) and at least four (4) years of experience described in A. above; **OR**
   C. An equivalent combination of training and experience that otherwise demonstrates the ability to meet the responsibilities of the position.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside 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 http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

   • Performs all executive secretarial tasks for the Public Defender and administrative staff, including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by department personnel;
   • Uses automated office systems and applications to prepare letters, legal documents and reports;
   • Maintains calendar of appointments and is apprised of all appointments and changes as well as matters requiring immediate attention;
   • Screens complaints and inquiries made in person and over the phone, from employees, public officials, the press and the general public directed to the Public Defender's Office;
   • Gathers appropriate material to respond to routine inquiries and directs more complex issues, along with supporting documentation, to department staff as appropriate;
   • Coordinates payroll and other employment related issues;
   • Maintains files for the office to comply with Civil Service Rules and Regulations and established Policy and Procedure;
   • Opens and screens mail, answering routine correspondence independently, routing other mail with background material as necessary;

- Maintains all applicable files for the Public Defender and department, ensuring material, records and file information is properly marked and accessible for immediate use;
- 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 and support staff to ensure that adequate coverage is provided in all areas;
- Monitors progress of department assignments, records and cases, ensuring responses are timely and in accordance with established department policy and procedure, as well as state and local requirements;
- Upon request, attends meetings as necessary;
- Performs special and confidential assignments as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted thru December 16, 2024

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.