

## ASSISTANT RECORDS CLERK - DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Administrative Services and the Records Clerk, this position is responsible for performing legal clerical support functions in the Records Office. A high degree of discretion in handling information is required since the processing of this material involves cases handled by the Grand Jury, Local Courts, and the Trial and Investigative Divisions. Supervision is exercised over a number of clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Updates the various court calendars based on the schedules and changes in scheduling of court cases as communicated by attorneys;

Maintains record of court calendar by entering data into the automated and manual Case Tracking System;

Verifies the accuracy of automated recordings, making appropriate changes to correct errors, and to insure the accuracy and current status of records;

Verifies the consistent coding of court cases as the cases progress through the court system, making changes as needed;

Provides or requests information either over the telephone or in person with local courts, police agencies, state and county departments of Correction, Probation and other law enforcement agencies;

Performs related clerical functions to insure the smooth and effective operation of the Records unit.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of alphabetic and numerical filing systems, both manual and automated; good knowledge of modern office procedures, including the use of office machines; ability to understand and carry out oral and written instructions; ability to supervise the work of others; initiative; accuracy; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and three years of clerical experience, one year of which must have involved working with legal instruments or records, and one of which must have involved data entry in an automated record system.

SUBSTITUTION: 30 credits\* of post high school education may be substituted on a year for year basis for the above stated general clerical experience. 30 credits\* of post high school education in criminal justice courses may be substituted for the one year of experience working with legal instruments or records. 30 credits\* of post high school education including a course in computer science may be substituted for the one year of specialized data entry experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.  
J. C.: Exempt†  
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Job Class Code: C0136  
Job Group: VI