

**ADMINISTRATIVE ASSISTANT TO THE DISTRICT ATTORNEY****DEFINITION**

Under general direction of the District Attorney, assists the District Attorney in the administration and management of specialized functions of the District Attorney's Office; as the District Attorney's representative, has full authority to speak on his/her behalf; plans and coordinates a variety of complex projects; assists the District Attorney in providing the community with a broad range of services.

**DISTINGUISHING CHARACTERISTICS**

This is an "At-Will" single position class which functions as the Administrative Assistant to the District Attorney performing executive level administrative and coordination tasks. This position, in consultation with the District Attorney, handles on-going issues that affect the operations of the District Attorney's Office. The incumbent assists the District Attorney with planning the coordination of strategic meetings and the dissemination of time sensitive materials. The Administrative Assistant to the District Attorney is responsible for investigating sensitive personnel matters and presenting recommendations to the District Attorney.

This class is distinguished from the classification of Assistant District Attorney in that the latter class is an executive management level position and the duties and responsibilities are coordinated by the Chief Assistant District Attorney. The Assistant District Attorney is assigned to one or more of the units within the District Attorney's office to assist with the formulation of policies and procedures as it relates to the activities in the designated prosecutorial units. The Assistant District Attorney, holds active membership as an attorney in the State Bar of California; is responsible for the day-to-day Criminal Prosecution and other legal services of the department, and acts on behalf of the District Attorney in legal matters.

This class is distinguished from the Administrative Services Officer class in that the latter may provide services in the following areas: budget and fiscal administration, departmental personnel administration, provision/management of facilities and equipment, and supervision of staff related to these functions or paraprofessional staff related to support of a program or function area.

**EXAMPLES OF DUTIES**

1. Provides high-level administrative assistance to the District Attorney
2. Analyze incoming information, makes recommendations, and assists in formulating policies and procedures for carrying out the District Attorney's goals and objectives; initiates changes in methods and procedures to improve administrative operations
3. Studies issues as assigned by the District Attorney and prepares reports outlining the findings and presenting recommendations for solution
4. Serves as the department representative to investigate allegations of unfair hiring practices and of employee complaints relating to harassment and discrimination; determines if charges are substantiated and works with complainant toward alleviation of problem or prevention of future problems; responds and coordinates department responses to Department of Fair Employment and Housing (DFEH) and the Equal Employment Opportunity Commission (EEOC)
5. Prepares press releases, public service announcements, fact sheets and other public relations information for dissemination

## Administrative Assistant to the District Attorney

6. Arranges for feature stories to address areas of concern or interest by the public in print, radio and TV; coordinates personal schedules and availabilities
7. Screens calls for the District Attorney and handle inquiries as appropriate
8. Keeps informed to State and Federal legislation that may have an impact on the District Attorney's office and submits reports containing results of analysis and proposed action
9. Represents the District Attorney at key meetings, conferences, and discussions, and prepares reports for the District Attorney's information
10. Acts as a resource and internal consultant to staff, other County departments and local law enforcement agencies
11. Serves as a team member of the management team with the responsibility for researching and recommending long range plans and system wide projects
12. Plans, develops, conducts and evaluates training/information programs for staff and/or the public on administrative or management issues
13. Consults with the District Attorney in preparing responses to requests for information and comments on sensitive issues of public interest and concern
14. May participate in the preparation and implementation of the department budget, including review and analysis of budget requests, development of justification for budget proposals and monitoring of budget performance.

## **QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

### Knowledge and Skills:

#### Thorough knowledge of:

1. The duties, powers and limitations of District Attorney's Office
2. Federal, State and local laws and regulations affecting assigned areas of responsibility
3. Public administration and management principles, practices and methods.

#### Working knowledge of:

1. The organization, powers and limitations of county government
2. Research techniques
3. Methods and techniques of administrative analysis
4. Methods of report writing and presentation.

### Skill and Ability to:

Administrative Assistant to the District Attorney

1. Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations
2. Develop, direct and evaluate the implementation of departmental policies and procedures
3. Provide direction and act as a resource to legal and management staff
4. Effectively communicate orally and in writing
5. Recognize and resolve problems of a sensitive or political nature
6. Provide excellent public relations and courteous customer service and establish and maintain effective working relationships.

**REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment, the incumbent will be required to:

1. Successfully complete a background investigation
2. Possess a California class “C” driver’s license or be able to provide suitable transportation that is approved by the appointing authority.

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience:

Three years experience performing executive level staff assistance to a department head, leading complex projects that involved analytical skills and report writing skills.

Education:

Associates of Arts degree, plus two years experience in legal environment performing complex administrative duties.

**CLASS HISTORY**

Class Code: 14C75  
Established Date: February, 2001  
Revised Date:  
Former Title:

**CLASS DATA**

Job Group: 03  
EEO Category: P  
Work Comp. Code: 8810  
Bargaining/Employee Unit: X  
FLSA: E  
MOCO OT: N

Prepared by: IB 2/1/2001

Approved by:  
/s/ Irma R. Bough, Senior Personnel Analyst  
County Administrative Office

3/27/2001  
Date