

Code: 7040

Title: EXECUTIVE ASSISTANT-COUNTY ATTORNEY-UNCLASSIFIED

SUMMARY: Coordinates and manages community relation activities, special investigations, supervises and trains support staff, oversees highly sensitive and confidential investigations, performs interdepartmental and community relations work and provides direct administrative support to the County Attorney. This classification is appointed, unclassified and exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Performs and/or directs confidential investigations on behalf of the County Attorney;
Investigates, resolves and responds to citizen inquiries and complaints;
Conducts special investigations and confidential studies, reports findings and develops recommendations for appropriate action;
Coordinates responses to media inquiries and press releases;
Supervises, trains, assigns and evaluates the work and performance of support staff;
Establishes and maintains liaison with governmental agencies, service organizations, businesses, neighborhood organizations and special interest groups;
Conducts community relations activities for the department and presents information to management, staff, businesses, agencies and special interest groups;
Develops and/or directs the preparation of informational materials, news releases and other media materials;
Reviews various administrative reports, studies and recommendations, evaluates impact on the County Attorney's Office and recommends appropriate actions;
Represents the County Attorney at various civic functions and local and state governmental committees and boards;
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
Researches and prepares management reports, summary reports and other informational documents.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of public administration;
- techniques of supervising, evaluating and training support staff;
- law enforcement and criminal justice operations and functions;
- procedures and practices of community and media relations;
- principles, practices and procedures of investigation;
- data analysis and report writing.

Skill in:

- researching, compiling and evaluating sensitive and complex information;
- supervising, evaluating and training support staff;
- communicating effectively, both orally and in writing;
- establishing and maintaining effective working relationships with various agencies and special interest groups;
- conducting complex investigations;
- maintaining records and preparing reports.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in public administration, communications, management, law enforcement or criminal justice, or a closely related field as defined by the Appointing Authority and four years of administrative experience in law enforcement, legal or the criminal justice system.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

01/15/89
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