

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

District Attorney's Office

Legal Secretary

\$44,550

DATED: March 21, 2023

LAST DAY FOR FILING: April 3, 2023

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing clerical duties requiring a knowledge of common legal terms used in the preparation of briefs and other legal documents. General supervision is received from the Attorney/department head although much of the routine work is done on an independent basis. The incumbent is responsible for clerical accuracy as to form and content and for the checking of citations and for explaining and interpreting proper legal procedures to attorneys and the general public. Leeway is allowed for the exercise of independent judgment in planning and carrying out assignments; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Takes and transcribes the dictation of legal briefs, petitions, motions, orders, opinions, notices and other legal documents;
- Assists in the preparation of pleadings, petitions, motions, contracts and other legal documents;
- Proofreads such documents which includes the checking of citations in original reference for accuracy and completeness;
- Files, records and docket all cases received at the County court;
- Processes applications for reduction of charges;
- Contacts victims of crimes, local courts, and other law enforcement agencies as necessary to obtain information;
- Prepares daily civil court calendar and records all dispositions and adjournment;
- Receives, handles, sorts and distributes all incoming mail;
- May act as a liaison with other agencies;
- Uses typewriter, word processor and/or personal computer to type materials from copy, rough draft, dictating machine and other detailed instructions;
- Prepares vouchers for settlements and judgments and subpoenas;
- Performs a variety of general clerical and stenographic duties of a corresponding degree of difficulty;
- May serve legal papers on attorneys and clients.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of general legal principles, practices, and procedures; thorough knowledge of office procedures, terminology and equipment; thorough knowledge of business and arithmetic and English; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to understand and carry out complex oral and written instructions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to transcribe dictation at an acceptable rate of speed; ability to operate a personal computer at an acceptable rate of speed; integrity; confidentiality; good judgment; and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher; OR
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two (2) years of clerical experience or its part-time equivalent of which one (1) year experience is in human services, legal or business office setting; OR
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years clerical experience of which one (1) year experience is in human services, legal or business office setting; OR
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

Note: Successful completion of coursework in human services, business administration, legal studies or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience, up to one (1) year.

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com.