

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
County Attorney's Office
Secretary to the County Attorney
\$54,597 - \$66,729
DATED: June 11, 2026
LAST DAY FOR FILING: June 19, 2026
EOE

DISTINGUISHING FEATURES OF THE CLASS Under the general direction of the County Attorney, this position performs legal secretarial tasks. The incumbent is appointed by the County Attorney and serves at the discretion of the County Attorney. The incumbent is responsible for clerical accuracy as to form and content, as well as checking the citations and explaining and interpreting proper legal procedure. This position must exercise a considerable amount of independent judgment in providing effective administrative and clerical support; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs all legal secretarial tasks for the County Attorney, including transcribing and proofreading of confidential correspondence;
- Maintains confidential files and other materials;
- Maintains a calendar of appointments for the County Attorney insuring that the County Attorney is apprised of all appointments and changes as well as matters requiring immediate attention;
- Receives, handles, sorts and distributes all incoming mail;
- Prepares computerized vendor claims to pay bills and maintains an accounting of such payments to show current budget figures;
- Uses automated office systems to prepare letters, legal documents and reports;
- Acts as a liaison between the County Attorney's Office and other departments and the public;
- Researches and prepares resolutions for the County Board meetings in final form, subject to the approval of the County Attorney;
- Works closely with the Clerk of the Board and Deputy Clerk of the Board in the areas of resolutions, signing of contracts, and payment of insurance claims;
- Keeps and maintains files for insurance claims and lawsuits;
- Acts as a liaison to the third party administrator of the County's Self-Insurance Workers Compensation Plan and members of the Plan;
- Performs a variety of general clerical duties and other related duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of general legal principles, practices, and procedures; thorough knowledge of office procedures, business arithmetic, business English and legal terminology; 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 operate a personal computer at an acceptable rate of speed; integrity; confidentiality; good judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of clerical experience in a legal office setting; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three (3) years of clerical experience in a legal office setting; or

(c) Graduation from high school or possession of a New York State equivalency diploma and five (5) years of clerical experience in a legal office setting; or

(d) An equivalent combination of training and experience.

CLASSIFICATION: Exempt

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