

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Public Defender's Office

Legal Secretary

\$49,663 - \$60,622

DATED: September 24, 2026

LAST DAY FOR FILING: October 7, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of legal, administrative and higher level 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; performs other 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 clients, 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;
- Researches and obtains legal reference material when requested;
- May act as a liaison with other agencies;
- Uses 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;
- Performs other related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of general legal principles, practices, and procedures; thorough knowledge and skill with computers, electronic communication, scanning, word processing, managing spreadsheets, and accessing electronic data; thorough knowledge of office procedures, terminology and equipment; thorough knowledge of business and arithmetic and English; ability to pay close attention to details; 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 an alphanumeric keyboard at an acceptable rate of speed; ability to maintain confidentiality, exhibit integrity, honesty, and good judgment.

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.

SPECIAL REQUIREMENT: Must obtain a Notary Public license within six (6) months of accepting position and maintain Notary Public license throughout employment.

Note:

1. Successful completion of coursework in business administration, accounting, finance, or a 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 or related coursework as indicated above being equivalent to three (3) months of experience, for up to half of the required experience.
2. Possession of a Paralegal Certification from a regionally accredited or NYS registered college or university can be substituted for the required experience on a year-for-year basis up to two (2) years. For example, a one year 32 or 36 credit paralegal certificate program would be deemed equivalent to one (1) year, while an Associate's degree program would be deemed equivalent to two (2) years.

CLASSIFICATION: Competitive

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