

**LEGAL SECRETARY
CHAUTAUQUA COUNTY DISTRICT ATTORNEY'S OFFICE
SALARY RANGE: \$22.38 - \$28.59/HOUR + BENEFITS**

The Chautauqua County District Attorney's Office is currently accepting applications for a full-time (40 hours/week) Legal Secretary in the Mayville, NY office. A Legal Secretary involves the responsibility for performing difficult clerical work and duties requiring knowledge of legal terms used in the preparation of all types of legal documents in a government law office, including civil and criminal litigation papers, contracts, real estate transfer forms, and legal correspondence. General supervision is received from an attorney 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 court employees, clients or their attorney, and the general public. Supervision may be exercised over the work of one or more lower ranking clerical employees. Does related work as required.

Typical Work Activities:

- Prepares legal correspondence, motions, affidavits, briefs, memoranda, indictments, orders, contracts, real estate transfer forms, and other legal documents;
- Creates case files using an automated software program;
- Updates case files after appearances;
- Prepare and transfer preliminary hearing case file information to attorneys;
- Records and compiles statistical data for federal, state, and internal reporting requirements;
- Performs routine office record maintenance and data recording such as activity records, time and attendance and expense claims;
- Proofreads typed material for accuracy, completeness, and proper form including correct spelling, punctuation and grammar;
- Answers multiline telephones and responds to inquiries from lawyers and the public concerning court cases;
- Contacts courts, court agencies, and arbitrators to obtain information and to set up hearing and trial dates;
- Copies, sorts, date stamps, and distributes court papers and other incoming mail;
- Operates office machines such a FAX machine, copy machines, transcribing machines and scanners;
- Researches case histories and prepares information for attorney review;
- May prioritize and monitor work of lower-level clerical staff.

This position is being filled as a provisional appointment from approved applications received. An incumbent in this position, will be required to take a competitive civil services examination to be scheduled at a later date.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications - Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Legal Studies, Paralegal, Paralegal Studies, Political Science or Criminal Justice; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Legal Studies, Paralegal, Paralegal Studies, Political Science or Criminal Justice or an equivalent Certificate of Completion in Paralegal or Paralegal Studies, and one (1) year of paid work experience providing clerical support in the preparation of legal documents and related procedures in an office responsible for engaging in legal matters; OR
- C. Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid work experience providing clerical support in the preparation of legal documents and related procedures in an office responsible for engaging in legal matters.