

**PROMOTIONAL OPPORTUNITY FOR CURRENT EMPLOYEES OF THE DISTRICT ATTORNEY'S
OFFICE ONLY!**

LEGAL SECRETARY – DISTRICT ATTORNEY'S OFFICE

SALARY RANGE: \$22.38-\$28.59/HOUR

MUST MEET MINIMUM QUALIFICATIONS: Candidates must be currently permanent in the title(s) of Clerk II or Operations Assistant within the Office of the District Attorney and held such qualifying title(s) for one (1) year at the time of application **and** appointment.

The Chautauqua County District Attorney's Office is seeking applications for one (1) full-time Legal Secretary in the Mayville office. The work involves 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 on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

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 |