

**SECRETARY TO COUNTY ATTORNEY  
CHAUTAUQUA COUNTY ATTORNEY'S OFFICE  
Salary Range: \$24.21 - \$31.45/hour + Benefits**

The Chautauqua County Attorney's office is seeking qualified applicants to fill a confidential Secretary to County Attorney position in the Mayville, NY office. This position is full-time @ 40 hours/week. This is a highly independent and confidential clerical position responsible for performing complex duties for the purpose of relieving the Department Head of administrative tasks. This work calls for the frequent exercise of independent judgment and giving out information regarding department policies and practices. This work is performed under general supervision receiving detailed instruction only upon work where policies have not been determined. Does related work as required.

**Typical Work Activities:**

- Acts as Secretary to a Department Head;
- Relieves Department Head of office detail by making travel arrangements (including but not limited to: car rental, conference registration, and hotel reservations) scheduling appointments, handling incoming calls and directing callers to the appropriate areas;
- Answers requests for administrative information and preparing office reports;
- Drafts letters, memoranda, reports and a variety of other routine correspondence;
- Maintains personnel files for the office and completes personnel reports to comply with Civil Service and county Rules and Regulations;
- Stamps and distributes incoming mail according to Department policy;
- Reviews incoming mail and assembles files of material to facilitate reply;
- Reads and summarizes reports to facilitate review by and to conserve the time of Department Head;
- Maintains a calendar for the Department Head as well as a combined calendar for the Department;
- Assembles a variety of data from office records and outside sources for incorporation in reports;
- Upon request of the Department Head attends meetings and hearings.

This position is being filled 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          |

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma and either:

- A. Completion of 60 semester credit hours from a regionally accredited or New York State registered college or university and three (3) years of work experience performing clerical work activities in an office environment; OR
- B. Five (5) years of work experience performing clerical work activities in an office environment.