

**PROMOTIONAL OPPORTUNITY FOR CURRENT CHAUTAUQUA COUNTY EMPLOYEES ONLY!!!!**

**SENIOR LEGAL SECRETARY  
CHAUTAUQUA COUNTY DISTRICT ATTORNEY'S OFFICE  
SALARY RANGE: \$25.03 - \$32.57/HOUR + BENEFITS**

The Chautauqua County District Attorney's Office is currently accepting applications for three (3) Senior Legal Secretary positions within the Mayville, NY office. Positions are full-time at 40 hours per week. A Senior Legal Secretary will perform independent complex clerical designed to support the operation of a government law office. This title differs from Legal Secretary by virtue of its responsibilities for frequently exercising independent judgment and decision making, supervising other clerical employees, when assigned, and processing the more difficult and technical documents. This work is performed under general supervision receiving detailed instruction only upon work where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. Does related work as required.

**Typical Work Activities:**

- Independently prepares complex legal correspondence, motions, affidavits, briefs, memoranda, indictments, orders, contracts, real estate transfer forms, and other legal documents;
- Assists in legal and general research utilizing electronic and web-based applications;
- Creates case files using an automated software program;
- Updates case files after appearances;
- Prepare and transfer preliminary hearing case file information to attorneys for review;
- 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 act as liaison with clients, caseworkers and other agencies including the courts;
- 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.

**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:** Candidates must be currently permanent in the title of Legal Secretary within the hiring department and held such qualifying title for three (3) years at the time of application **and** appointment.