



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Legal Secretary II (Provisional Appointment* or Transfer Opportunity**)

SALARY: \$27,457 - \$35,290 annually

LOCATION: Monroe County District Attorney's Office

JOB SUMMARY: This is an important secretarial position involving responsibility for the performance of difficult secretarial work and routine legal clerical tasks designed to assist a staff of attorneys in the District Attorney's Office. The work is performed in accordance with general instructions regarding objectives, policies and procedures and is usually submitted in final form. The Legal Secretary 2 operates a variety of office equipment in the preparation and typing of confidential legal documents including, but not limited to, the electronic work station, word/data entry equipment and electronic transcription equipment. Supervision is received from an attorney, and/or office administrator. Supervision of others is not a responsibility of this position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three (3) years of paid full-time or its part-time equivalent office secretarial experience, six (6) months of which shall have been in legal work; OR,
- (B) Graduation with a diploma or certificate from a school of business or business institute with a major in Secretarial Science, Word Processing, or related area, plus two (2) years of paid full-time or its part-time equivalent office secretarial experience, six (6) months of which shall have been in legal work; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science or related area; or, graduation from a school of business or business institute with an A.O.S. degree in Secretarial Science or related field, plus one (1) year of office secretarial experience, six (6) months of which shall have been in legal work; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Send Civil Service Applications to: Monroe County Department of Human Resources
39 W. Main Street – Room 210
Rochester, NY 14614

Posting Deadline: May 22, 2009

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

**Employees with permanent Civil Service status as a Legal Secretary II are eligible for transfer.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer