



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: LEGAL SECRETARY II (Provisional* Appointment)

SALARY: \$27,706 - \$35,540 annually

LOCATION: Monroe County Department of Law

JOB SUMMARY:

This is a secretarial position responsible for the performance of difficult secretarial work and routine legal clerical tasks designed to assist a staff of attorneys in a law department or law office. The work is performed in accordance with general instructions regarding objectives, policies and procedures and is usually submitted in its final form. The Legal Secretary II 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 and data entry equipment, and electronic transcription equipment in the preparation and typing of confidential legal documents. The employee reports directly to, and works under the general supervision of an attorney, administrator or clerical supervisor. Supervision of others is not a responsibility of this class. Does related work as required.

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 must 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 a related field plus two (2) years of paid full-time or its part-time equivalent office secretarial experience, six (6) months of which must 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 a related field; or, graduation from a school of business or business institute with an A.O.S. degree in Secretarial Science or related field, both of which require one (1) year of paid full-time or its part-time equivalent office secretarial experience, six (6) months of which shall have been in legal work; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

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

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:	MONROE COUNTY HUMAN RESOURCES 39 WEST MAIN STREET – ROOM 210 ROCHESTER, NY 14614
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Posting Date: October 9, 2013

Posting Deadline: October 19, 2013

*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) candidates on the examination list in order to be eligible for permanent appointment.