



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: LEGAL SECRETARY I (Provisional* Appointment)

SALARY: \$32,937 - \$41,772 annually
(for Monroe County employees, salary based on collective bargaining agreement)

LOCATION: Monroe County Sheriff's Office – Sheriff's Administration

JOB SUMMARY:

This is a legal secretarial position responsible for the performance of complex secretarial work and legal clerical tasks requiring independent judgment and decision-making responsibilities. Duties involve utilizing and training others in the use of a variety of office equipment in the preparation and typing of confidential legal documents including an electronic work station, and transcription equipment. This title differs from the lower title, Legal Secretary II, by virtue of frequently exercising independent judgment, supervising other clerical employees and/or processing the more difficult and technical documents. The employee reports directly to, and works under the general supervision of an attorney or administrator. General supervision may be exercised over clerical employees. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Four (4) years paid full-time or its part-time equivalent office secretarial, clerical or paralegal** experience, one (1) year of which must have been in legal work; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university, or school of business or business institute with an Associate's degree or Certificate in Secretarial Science, Office Management, Office Administration, Office Technology, Administrative Assistant or Support Services, Legal Studies, Law and Legal Studies, Legal Support and Services, Paralegal Studies or any other secretarial, office management, or legal studies field plus two (2) years paid full-time or its part-time equivalent office secretarial, clerical or paralegal** experience, one (1) year of which must have been in legal work; OR,
- (C) An equivalent combination of education and experience as defined in (A) and (B) above.

**Paralegal experience can include cooperative education (co-op) or internship experience (paid or unpaid).

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.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: July 15, 2019

Posting Deadline: July 29, 2019

*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.