



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **LEGAL SECRETARY II (Provisional* Appointment)**

SALARY: \$28,260 - 35,841 annually

LOCATION: Monroe County District Attorney's Office

JOB SUMMARY:

This is a legal secretarial position responsible for the performance of difficult secretarial work and routine legal clerical tasks designed to assist attorneys. The work is performed in accordance with general instructions regarding objectives, policies and procedures and is usually submitted in its final form. Duties involve operating a variety of office equipment in the preparation and typing of confidential legal documents including, but not limited to, an electronic work station and transcription equipment. The employee reports directly to, and works under the general supervision of, an attorney, administrator, Legal Secretary I or other higher level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Three (3) years paid full-time or its part-time equivalent office secretarial, clerical or paralegal** experience, six (6) months 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 one (1) year paid full-time or its part-time equivalent office secretarial, clerical or paralegal** experience, six (6) months of which must have been in legal work; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (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: November 8, 2017

Posting Deadline: November 27, 2017

*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.