



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening

Legal Secretary – Part Time

Public Defender's Office

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: \$19,000 - \$24,000 per year

HOW TO APPLY: Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time, there is one part-time (17 hours/week) opening in the Schuyler County Public Defender's Office. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position providing legal secretarial services in various County legal offices. This position must exercise discretion and independent judgment with regards to matters of significance related to the office. Does related work as required.

TYPICAL WORK ACTIVITIES:

Uses computer to prepare petitions, forms, motions and other pleadings;

Transcribes court appearance tapes;

Acts as receptionist;

Communicates by telephone with District Attorney, Court, caseworkers, school or medical personnel, etc.;

Handles inquiries from County departments and clients, Courts and Court Clients, doing research and providing Attorneys with necessary information;

At attorney's direction in conjunction with the courts, performs scheduling of petitions, forms, motions and other pleadings;

Performs limited law research under attorney guidance;

Opens, maintains and closes case files;

Maintains accurate records and files;

Prepares reports;

Maintains case tickler files;

Prepares vouchers for payment for court reporters, expert witnesses, medical records, etc.;

Notarizes documents;

Drafts correspondence for attorney review;

Schedules depositions;

Reviews case notes and redacts references to sources;
Communicate with clients as directed;
Keeps accurate log sheets daily of all work performed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;
Good knowledge of computer applications;
Good knowledge of legal principles and the organization, functions, and policies of the agency to which assigned;
Knowledge of Family Court litigation processes, docketing and scheduling, petitions, forms, motions and other pleadings;
Ability to draft DSS petitions, orders, and judgments based on attorney's information;
Ability to communicate well both orally and in writing;
Ability to maintain strictest confidentiality of privileged and personal information in accordance with the NYS Bar Association Code of Professional Responsibility, applicable state and federal statutes, rules and regulations;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a GED and graduation from a regionally accredited or NYS registered college with an Associate's degree in secretarial science and 2 years experience as a legal secretary; or
- B. Graduation from high school or possession of a GED and 4 years experience as a legal secretary.