

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Attorney's office are in search of:

Legal Secretary (HELP Program)

*****AT THIS TIME THIS IS A PROMOTIONAL OPPORTUNITY OPEN TO COUNTY EMPLOYEES ONLY*****

Salary: \$54, 214 with excellent benefits as described below

Benefits: Health Insurance or buy out, dental, vision, life insurance, NYS retirement, Public Service Loan Forgiveness eligibility, etc. as well as generous personal, vacation, sick and compensatory time.

Duties of the position: An employee in this class is responsible for the performance of clerical tasks and preparation of legal documents involving the extensive use of legal terminology. The work is performed under general supervision with leeway allowed for the use of independent judgment in the application of standard office methods and procedures. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Candidates must be permanently employed in the competitive class, or under Section 55A, and must have served on a continuous basis for eighteen (18) months holding the position of Secretary I or thirty-six (36) months as a Keyboard Specialist; **AND must meet the following minimum qualifications either:**

- A) Possession of an Associate's Degree in Secretarial Science or closely related field and two (2) years of clerical experience preparing a variety of legal documents, using word processing software; **OR**
- B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and four (4) years of clerical experience preparing a variety of legal documents, using word processing software.

Additional Employment Information: This position is currently being filled under the HELP Program and will not require an examination at this time.

Applications accepted until Friday, July 31st

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website, <https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

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Posted: 07/22/2026