

St. Lawrence County Government
Position Advertisement Form

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

Legal Secretary (HELP Program)

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: Either:

- A) Possession of a Bachelor's Degree in Secretarial Science or Legal Studies; **OR**
- B) Possession of an Associate's Degree in Secretarial Science or Legal Studies or closely related field and two (2) years of clerical experience preparing a variety of legal documents, using word processing software; **OR**
- C) 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.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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 the position is filled.

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

EEO

Posted: 08/03/2026