

St. Lawrence County Government
Position Advertisement Form

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

Legal Secretary

Salary: \$47,856 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) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in Secretarial Science or Legal Studies or closely related field and one (1) year of clerical experience; **OR**
- B) Graduation from a regionally accredited or New York State registered college with 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.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until the position is filled. Send application to:

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

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

(315)379-2210.

AA/EEO

Posted: 05/25/2023