

CAREER OPPORTUNITIES WITH CIVIL SERVICE

Essex County Announces
An Anticipated Vacancy for the position of
LEGAL SECRETARY

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: (518) 873-3360
<https://www.co.essex.ny.us/jobs.asp>

VACANCY: ESSEX COUNTY DISTRICT ATTORNEY'S OFFICE

2020 SALARY: \$22.61/HR. (Hired AFTER 2009); \$25.12/HR. (Hired PRIOR to 2009)

2021 SALARY: \$23.07/HR. (Hired AFTER 2009); \$25.63/HR. (Hired PRIOR to 2009)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County District Attorney's Office and involves responsibility for the performance of secretarial and clerical tasks and preparation of legal instruments involving the extensive use of legal terminology, and requires a general understanding of specific laws, rules, and policies. The work is performed under the general supervision of the Assistant District Attorneys 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 an associate's degree in Secretarial Science or related field, which included at least six semester credit hours in legal secretarial study; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience in a law office, which involved typing; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
DECEMBER 4TH, 2020**

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL.

11/24/2020