



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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LEGAL SECRETARY

**Full-Time w/Benefits
40 Hrs./Wk. @ \$20.99/Hour**

Chautauqua County's Public Defender's Office seeks to fill two (2) Full-Time Legal Secretary positions within the Mayville, NY office. Positions are full-time, 40 hours per week starting at \$20.99/hour. A Legal Secretary has the responsibility for performing difficult clerical work and duties requiring knowledge of legal terms used in the preparation of all types of legal documents in a government law office, including civil and criminal litigation papers, contracts, real estate transfer forms, and legal correspondence. The incumbent is responsible for clerical accuracy as to form and content and for the checking of citations and for explaining and interpreting proper legal procedures to court employees, clients or their attorney, and the general public. Supervision may be exercised over the work of one or more lower ranking clerical employees. Does related work as required.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

- Health Insurance (including Dental & Vision plan)
- Health Savings Account (partially funded by the County)
- Wellness Program
- NYSLERS Pension
- Eligible for Federal Public Service Loan Forgiveness
- 13 Paid Holidays
- Vacation & Sick Time
- Personal Days
- NYS Deferred Compensation

Must Meet Minimum Qualifications - Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Legal Studies, Paralegal, Paralegal Studies or Political Science; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Legal Studies, Paralegal, Paralegal Studies or Political Science or an equivalent Certificate of Completion in Paralegal or Paralegal Studies, and one (1) year of paid work experience providing clerical support in the preparation of legal documents and related procedures in an office responsible for engaging in legal matters; OR
- C. Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid work experience providing clerical support in the preparation of legal documents and related procedures in an office responsible for engaging in legal matters.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and **return it, along with a copy of a degree/certificate/transcripts**, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including original signature) to Countyemploy@chqgov.com