



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website www.chqgov.com

LEGAL SECRETARY

**Full-Time w/Benefits
40 Hrs./Wk. @ \$18.15/Hour**

Chautauqua County's Office of the District Attorney is seeking to fill one (1) Full-Time Legal Secretary position within the Mayville, NY office. This position is full-time, 40 hours per week starting at \$18.15/hour. Chautauqua County Government also offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

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

All applicants must meet the minimum qualifications listed below and **MUST** submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment" in order to be considered for the position. **No resumes, emailed or faxed applications will be accepted.**

Please mail completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

LEGAL SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: The work involves 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. General supervision is received from an attorney although much of the routine work is done on an independent basis. 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.

TYPICAL WORK ACTIVITIES:

- Prepares legal correspondence, motions, affidavits, briefs, memoranda, indictments, orders, contracts, real estate transfer forms, and other legal documents;
- Creates case files using an automated software program;
- Updates case files after appearances;
- Prepare and transfer preliminary hearing case file information to attorneys;

- Records and compiles statistical data for federal, state, and internal reporting requirements;
- Performs routine office record maintenance and data recording such as activity records, time and attendance and expense claims;
- Proofreads typed material for accuracy, completeness, and proper form including correct spelling, punctuation and grammar;
- Answers multiline telephones and responds to inquiries from lawyers and the public concerning court cases;
- Contacts courts, court agencies, and arbitrators to obtain information and to set up hearing and trial dates;
- Copies, sorts, date stamps, and distributes court papers and other incoming mail;
- Operates office machines such a FAX machine, copy machines, transcribing machines and scanners;
- Researches case histories and prepares information for attorney review;
- May prioritize and monitor work of lower-level clerical staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of law office methods, procedures, equipment, forms and common legal terms used in litigation, contracts, and real estate transactions; good knowledge of business English; working knowledge of business arithmetic; ability to transcribe legal dictation accurately at a reasonable rate of speed; clerical aptitude; good judgment; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the position.

MUST MEET MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) 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.