



Provisional Secretary to the Conflict Defender

There is a provisional opening in the Allegany County Conflict Defender's office for a full time Secretary to the Conflict Defender.

Salary Range: \$24.0659 - \$34.3132 /hour

This is specialized secretarial work requiring an understanding of legal documentation content and format. Information is gathered and a variety of documents prepared for review and approval of the Conflict Defender or Assistant Conflict Defenders. Legal and general files are set up and maintained. Other related work as required.

Considerable knowledge of modern office practice and techniques; Considerable skill in the use of personal computers, software applications and peripherals; Considerable skill in the preparation of a variety of legal documents and general correspondence utilizing a personal computer and current software applications; Ability to independently gather and organize materials from a variety of sources; Good communication skills; Considerable skill in maintaining confidentiality; Physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from high school or the possession of a high school equivalency diploma and one (1) year of clerical* experience.

*Clerical - activities involve the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures.

**Provisional candidate must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.

**** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.**

Interested candidates may submit a complete Civil Service application to

Allegany County
Department of Human Resources & Civil Service
7 Court Street, County Office Building
Belmont, NY 14813