



Secretary to the County Attorney

There is an opening in the Allegany County Attorney's office for a full time Secretary to the County Attorney.

Salary Range: \$43,800 - \$62,450 annually

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 County Attorney or staff attorneys. Legal and general files are set up and maintained. Other related work as required.

Considerable knowledge of legal documentation format; 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 personal computers and current software applications; ability to independently gather and organize material from a variety of sources; working knowledge of a law library; good communication skills; considerable skill in maintaining confidentiality; physical condition commensurate with the demands of the position.

Suggested Qualifications: A combination of five years of legal secretary experience and education.

This is an exempt class position. There will not be a written examination for this appointment.

Interested candidates may submit a complete Civil Service application and resume to:

Human Resource/Civil Service Department
7 Court Street
Suite 216
Belmont, NY 14813