



Department of Human Resources &
Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
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**Secretary to the
Public Defender**

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

Salary Range: \$20.4735 - \$28.3400/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 Public Defender or Assistant Public 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;

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.

**** *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 and resume to the Human Resource/Civil Service Department, 7 Court St., Belmont, NY 14813.