

DATE: May 14, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)



FROM: Emmanuel C. Nneji, Esq, District Attorney
275 Wall Street, Kingston, NY 12401

JOB VACANCY: Legal Secretary to the District Attorney / Permanent/Provisional / Full-Time / Benefited

LOCATION: Joys Lane

SALARY: \$32.90 / hour (Grade 14)

FILL DATE: June 14, 2026

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing secretarial and administrative duties at the Ulster County District Attorney's Office. The duties of the position include independently performing many of the day-to-day administrative and routine affairs of a legal office in order to relieve the District Attorney and staff of procedural paperwork and communications. The tasks involve the use of specialized legal terminology and a general understanding of specific laws, rules, procedures and policies utilized in the Office of the District Attorney. A significant portion of the work involves word processing. The work is performed under the general supervision of the District Attorney or members of the professional staff, with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of law office methods and legal terminology and formatting; good knowledge of business arithmetic and English; working knowledge of office procedures and equipment; organizational skills; ability to handle routine administrative details independently; ability to prepare written material; ability to understand and carry out difficult oral and written directions; ability to maintain confidentiality; ability to type at an acceptable rate of speed; initiative; resourcefulness; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

A .Possession of a Paralegal certificate, as approved by the American Bar Association, and six (6) months of experience working as a Paralegal, Legal Assistant or Legal Secretary; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Business Office Technology, Secretarial Science, or a related field and one (1) year of progressively responsible work experience as a Legal Secretary or Legal Assistant; **OR**

C. Successful completion of thirty (30) credit hours from a vocational training school or institute, college or corporate training program in the field of Business Office Technology, Secretarial Science or a closely related field and two (2) years of progressively responsible work experience as a Legal Secretary or Legal Assistant; **OR**

D. Graduation from high school, or possession of a high school equivalency diploma and three (3) years of progressively responsible work experience as a Legal Secretary or Legal Assistant; **OR**

E. An equivalent combination of the training and experience as indicated in A, B, C and D above.

Note: Paid, part-time work experience will be considered on a pro-rated basis.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.