

LEGAL SECRETARY TO THE COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing secretarial and administrative duties at the Ulster County Attorney's Office involving specialized legal terminology and applying a general understanding of specific laws, rules, procedures and policies as they pertain primarily to family court matters. Routine administrative tasks are independently performed in order to relieve the County Attorney of detail. A significant portion of the work involves typing. The work is performed under the general supervision of the County Attorney with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as secretary to the County Attorney where assignments call for the use of judgment and experience;

Transcribes legal briefs, petitions, memoranda, motions, orders, affidavits, affirmations and other legal material;

Types various legal forms from rough drafts and/or brief oral instructions;

Composes and types routine correspondence independently applying a knowledge of departmental operations, procedures and regulatory requirements;

Proofreads legal documents checking citations in original references for accuracy and completeness;

Opens, maintains and closes legal files, correspondence and operating files for the department/office;

Prepares certain standardized legal documents such as subpoenas and affidavits of service;

Furnishes routine information either in person, or via telephone;

Receives callers in person or over the telephone, ascertains their business and directs accordingly;

May maintain case dockets and calendars.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of law office methods, legal forms and legal terminology; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic, grammar, spelling and legal formatting; good organizational skills; ability to be resourceful in handling routine administrative problems; ability to handle 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 Bachelor's or higher level degree in Business Administration, Public Administration, Law, Secretarial Science or a related field and one (1) year of secretarial experience, including law terminology, in a law office; **OR**
- B. Possession of an Associate's degree in Business Administration, Public Administration, Law, Secretarial Science or a related field and three (3) years of secretarial experience, including law terminology, in a law office; **OR**
- C. Successful completion of thirty (30) credit hours from a vocational training school or institute or college in the field of Business Office Skills which included training in office management and four (4) years of secretarial experience, including law terminology, in a law office; **OR**
- D. Graduation from high school, or possession of a high school equivalency diploma and five (5) years of secretarial experience, including law terminology, in a law office; **OR**
- E. An equivalent combination of training and experience as indicated in A, B,C and D above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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

ULSTER COUNTY
3945 LGL SEC CA
Classification: Competitive
NUMGT

Adopted: December 28, 2001
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