

FULTON COUNTY DISTRICT ATTORNEY'S OFFICE
ANNOUNCES THE FOLLOWING:

LEGAL SECRETARY

**FULTON, MONTGOMERY, HAMILTON, HERKIMER OR SARATOGA
COUNTY RESIDENCY IS REQUIRED**

This is a permanent vacancy in the Fulton County District Attorney's Office.

2024 Salary: \$21.54

Typical Work Activities:

Composes and prepares letters, forms, legal correspondence, documents, records and other written material in final or draft form using computer software from handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;

Creates, maintains and updates logs, databases, spreadsheets and statistical reports and records on a personal computer;

Screens callers or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate;

Reviews and assesses immediacy of issues and documents received and follows-up and prioritizes accordingly;

Contacts individuals, legal offices, etc. to gather and/or clarify information as needed;

Schedules conferences, meetings and makes travel arrangements;

Establishes and maintains confidential and general office files;

Explains established program policies and procedures to the general public/clients and obtains routine information for program purposes;

Receives, sorts and distributes incoming mail;

Checks, codes and processes requisitions, claims and bills;

Prepares and maintains financial, statistical and personnel records;

Monitors and tracks status of program activities;

Orders supplies and materials;

Researches and gathers information to be used as a basis for reports and memoranda and prepares summaries;

Transmits instructions from supervisor to staff and follows up to ensure deadlines are met;

May assist in the establishment and/or amendment of policies and procedures;

May manage projects on an as needed basis;

May transcribe correspondence from dictation equipment.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications: Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science, paralegal studies or a closely related field; or
- (B) Two years of clerical experience involving legal terminology and typing; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

If qualifying by A or C (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

A Civil Service Examination will be held for this position at a later date.

**Applications should be filed with the
Fulton County District Attorney's Office
223 W. Main Street
Johnstown NY 12095
(518) 736-5511**

They can be found on our website at www.fultoncountyny.gov.