COUNTY OF ONONDAGA

John H. Mulroy Civic Center
421 Montgomery Street
Syracuse, New York 13202-2959

LEGAL SECRETARY I

Onondaga County Law Department

Location: 421 Montgomery Street, Syracuse, NY

Salary Range: $45,128 to $49,662

The Onondaga County Law Department is currently recruiting for a Legal Secretary I. Duties of the position include the performance of secretarial functions and routine legal clerical tasks designed to assist a staff of attorneys in the Law Department. An employee in this class prepares and types confidential legal documents including briefs, petitions, motions, orders, opinions, notices, and other legal correspondence. The work is performed in accordance with general instructions regarding objectives, policies, and procedures. Supervision is not a function of this class. General supervision is received from an attorney or administrator.

Minimum Qualifications:

Promotion:

A. Three (3) years of permanent competitive class status in the title of Typist I in the District Attorney's Office or the Law Department; or,
B. Two (2) years of permanent competitive class status in the title of Typist II in the District Attorney's Office or the Law Department.

Open Competitive:

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and six months of work experience, or its part time equivalent, in a legal environment, which must have included typing or word processing of letters and documents, or six months of work experience which included reviewing and processing legal documents such as contracts; or,
B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and one (1) year of work experience, or its part time equivalent, in a legal environment, which must have included typing or word processing of letters and documents, or one (1) year of work experience which included reviewing and processing legal documents such as contracts; or,
C. Three (3) years of work experience, or its part time equivalent, which must have included typing or word processing of letters and documents, one (1) year which must have been in a legal environment or one (1) year of work experience which included reviewing and processing legal documents such as contracts; or,
D. An equivalent combination of education and experience as described in A, B or C.

Special Note:

Possession of a Paralegal Certification will be deemed equivalent to one (1) year of work experience, or its part time equivalent, in a legal environment.

If you are interested and meet the selection criteria, please send your resume to:

judyfougnier@ongov.net

Onondaga County is an Affirmative Action/Equal Opportunity Employer and looks to achieve workforce diversity and encourages all applications