CONFIDENTIAL ASSISTANT TO THE COUNTY ATTORNEY II

Onondaga County Law Department

Location: 421 Montgomery Street, Syracuse, NY

Compensation: $47,439-$49,806 - depending on experience

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assisting in the activities of the County Attorney's Staff. Does related work as required.

TYPICAL WORK ACTIVITIES

- Performs administrative duties as may be assigned by the County Attorney.
- Conduct investigations as directed by the County Attorney.
- Reviews case files for accuracy.
- Works with attorneys for trial preparation.
- Executes process serving; files documentation with local courts and County Clerk's Office.
- Prepares routine legal forms, memos, general and legal correspondence, briefs, petitions, statements, reports, and various other legal documents.
- Maintains confidential litigation, and general office files.
- Answers telephone calls and responds to requests for routine information in accordance with departmental procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS & ABILITIES

- Working knowledge of legal terminology, the general course of legal proceedings, and legal forms.
- Working knowledge of law office practices and procedures.
- Working knowledge of functions and capabilities of word processing equipment and software for legal documents.
- Ability to understand and carry out complex written and oral instructions.
- Ability to establish and maintain effective working relationships with attorneys, clients, other employees, and the general public.
- Ability to prepare routine letters, memoranda, and legal forms.

Minimum Qualifications:

Prior experience working in a legal setting; less experience may be considered.

If you are interested in this role and meet the above 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