



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

**TITLE:** Legal Secretary II (\*Provisional Appointment)  
**SALARY:** \$26,891 - \$34,562 annually  
**LOCATION:** Monroe County Public Defender's Office - Criminal Courts Division (Local Courts)

### JOB SUMMARY:

This is an important secretarial position involving responsibility for the performance of difficult secretarial work and routine legal clerical tasks designed to assist a staff of attorneys in this law office. The work is performed in accordance with general instructions regarding objectives, policies and procedures and is usually submitted in final form. The Legal Secretary II operates a variety of office equipment in the preparation and typing of confidential legal documents including, but not limited to, the electronic work station, word/data entry equipment and the office's case management system. Supervision is received from the Special Assistant to the Public Defender in charge of the section, and/or office administrator. Supervision of another is not a responsibility of this position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three years of paid full-time or its part-time equivalent office secretarial experience, six months of which shall have been in legal work; OR
- (B) Graduation with a diploma or certificate from a school of business or business institute with a major in Secretarial Science, Word Processing, or related area, plus two years of paid full-time or its part-time equivalent office secretarial experience, six months of which shall have been in legal work; OR
- (C) Graduation from a regionally accredited of New York State registered college or university with an Associate's degree in Secretarial Science or related area; or, graduation from a school of business or business institute with an A.O.S. degree in Secretarial Science or related field, plus one year of office secretarial experience, six months of which shall have been in legal work; OR
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

### SPECIAL REQUIREMENTS:

1. Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.
2. If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.
3. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:** Monroe County Department of Human Resources  
39 W. Main Street - Room 210  
Rochester, NY 14614-1471

**Posting Deadline:** September 4, 2007

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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