



LEGAL SECRETARY (Part time – 17.5 hours per week)
Public Defender's Office (Kingston location)
Salary: \$23.78 hourly

This position supports attorneys by performing various secretarial duties of a technical, legal nature. Depending on assignment, the incumbent is expected to produce a variety of regular correspondence and legal documents, such as motions, briefs, petitions, affidavits, indictments, contracts and other documents. The work is often produced from transcript, dictaphone or rough draft, and the incumbent is expected to produce a legally acceptable document. The work regularly involves coordinating the scheduling of meetings, hearings and court dates for one or more professional staff members. The incumbent also provides other services, such as maintaining files and logs, transmitting legal orders and documents, and reviewing certain documents for legal requirements. The position differs from secretary-type positions in that the incumbent needs a detailed knowledge of legal terms and of the preparation and processing of legal documents that could be obtained only through prior experience in the field. The work is performed under the general direction of an attorney and within established guidelines and procedures of the specific law office. This position may direct the work of aides, interns, temporary employees and other lower level employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in the title. Prepares legal documents such as motions, briefs, petitions, affidavits, orders, search warrants, subpoenas, indictments, contracts, opinions and other legal documents from rough draft, transcript or tapes; prepares, files and indexes a variety of legal documents; reviews submitted documents for accuracy, form, backup documentation; verifies cited sections of law; maintains and coordinates attorneys' schedules for meetings, hearings, court dates and similar matters; gathers and prepares statistical information on activities, outstanding judgments, potential liabilities and other information; completes reports for reimbursement of funded programs; maintains files and records, opens and closes case files and prepares files for legal proceedings; tracks files and cases using computer database system; performs secretarial support services such as acting as a receptionist, typing memos and correspondence, clipping or photocopying related articles, faxing information, billing for departmental services, etc.; reviews the case file and prepares a case history for the attorney's review; checks court calendar and pulls files, categorizes back up material for court cases and makes sure all papers are included and investigation research was completed; after court hearing, reviews returned case files for further processing such as creating orders, communicating with courts to relay or obtain information; processes legal paperwork for an assigned specialty, such as torts, family court, appellate court, etc.; contacts a variety of court personnel, attorneys and staff and other professionals to gather information, schedule meetings and court dates; tracks, calculates and bills for staff time; tracks accounts for required balances; verifies submitted bills from outside counsel, witnesses, etc., and processes vouchers for payment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) A Paralegal Certificate and two (2) years of full-time paid legal secretarial work experience with an attorney or a judge of a city, family, county, surrogate, court of claims or supreme court;
- OR: (B) Four (4) years of full-time paid legal work experience as described above;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: College or business school may be substituted for one (1) year of required Legal work experience (30 credits equal to one year).

SPECIAL REQUIREMENT:

In some positions in this title, the appointing authority may require employee to acquire licensing as a Notary Public and/or NYSPIN certification.

NOTE: You must provide a legible copy of your college transcript(s) for each college attended. Transcript(s) must show your name; your student identification number; the name of the issuing school; the type of degree received, if any; the date the degree, if any, was conferred; full course names; credit hours; grade earned for each course; and a cumulative Grade Point Average (G.P.A.). Transcripts can be submitted in person, by email to HRExams@DutchessNY.gov or by postal mail to Dutchess County Human Resources, Exams Unit, 22 Market Street, 5th Floor, Poughkeepsie, NY 12601.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

You may submit an application online at www.dutchessny.gov or submit a written application the Dutchess County Department of Human Resources in person or by mail. Applications cannot be accepted past the announced deadline. For immediate consideration, submit an application on or before February 22, 2019 to:

Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601

Phone: 845-486-2169, Website: www.dutchessny.gov

An EEO/AA Employer