

Sullivan County Department of Family Services/DFS Legal is seeking to fill the position of
Legal Typist.

This position involves the performance of difficult clerical tasks involving the standard keyboarding practices and using legal terms in the preparation of legal documents. In addition to legal typing duties, other standardized clerical and typing tasks are performed in this position. Work is performed under general supervision.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience including the use of legal terminology and standard keyboarding skills; or
- (B) Three (3) years of experience as described in (A) above.

NOTE: Completion of academic coursework in secretarial sciences can be substituted for experience on a year for year basis.

Salary: New Hire Entry: \$26,401.00; Full \$27,790.00
County Employee after 2 Years: Entry: \$29,334.00; Full \$30,878.00

This position is a competitive position which is subject to civil service examination.

Submit your application and resume to:
Sullivan County Personnel Department, PO Box 5012, 100 North Street, Monticello, NY 12701
Or apply online: www.sullivanny.us

EEO/AA EMPLOYER M/F/D/V