

Sullivan County Department of Family Services is seeking to fill the following position:

LEGAL SECRETARY

This is difficult secretarial work requiring knowledge of legal terms used in the preparation of briefs and other legal instruments. The position requires performance of standard keyboarding practices, operating a personal computer and word processing equipment and maintaining automated records and files in the preparation and maintenance 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 in accordance with general instructions and department policies and procedures.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical experience which shall have involved typing or word processing of legal terminology; or
- (B) Three (3) years of experience as described in (A) above.

Note: Completion of academic coursework in secretarial sciences can be substituted on a basis of three (3) credits being equivalent to three (3) months of experience for a maximum of one (1) year of the required experience.

Salary: New Hire Entry: \$28,648.00; Full \$30,156.00

County Employee after 2 Years: Entry: \$31,832.00; Full \$33,507.00

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.co.sullivan.ny.us

Applications will be accepted until the position is filled.

EEO/AA Employer M/F/V/H