



Our Future Starts  
With *you!*

**POSITION:** Legal Secretary (HELPS)

**DEPARTMENT:** Albany County Office of the District Attorney

**SALARY RANGE:** \$49,000-\$54,000

**WORK LOCATION & HOURS:** 6 Lodge Street, Albany, NY 12207, 8:30A-4:30P

**BENEFITS:**

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

**DESCRIPTION:**

These duties involve responsibility for moderately difficult secretarial tasks with supervision by attorneys which requires a general understanding of legal terms and departmental or agency rules, courtroom procedures and policies. Duties may require typing/transcribing and use of a computer. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part, work is done under general supervision. Depending on agency needs, the Secretary may be required to supervise the work of one or more clerical assistants. Does related work as required.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from a regionally accredited or New York State registered college or university with at least an Associate's Degree; *OR*,
- B. Graduation from high school or possession of a GED and two (2) years of clerical or secretarial work experience.

**Please upload a resume with this application.**

**POINT OF CONTACT FOR INQUIRIES:**

Jennifer Aguila– Chief of Staff  
Jennifer.aguila@albanycountyny.gov

**Candidates will not have to take an exam for this title.** This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

