



Our Future Starts
With *you!*

POSITION: Legal Secretary (HELPS)

DEPARTMENT: Office of the Albany County District Attorney

SALARY RANGE: \$54,000-\$59,000

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

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

These duties involve responsibility for secretarial tasks with supervision by attorneys which require a general understanding of legal terms and departmental or agency rules and courtroom procedures and policies. Duties require typing/transcribing, use of a computer, answering phones and speaking regularly with clients, notifying attorneys and clients of case activity and trial dates, entering client information into a computer database, and handling the cases and calendars for at least one of the local courts the office services. This position also involves working closely with other members of support staff. 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.

PREFERRED QUALIFICATION:

Preference will be shown to candidates who demonstrate legal secretary work experience.

Please upload a resume and cover letter with your application.

POINT OF CONTACT FOR INQUIRIES:

DAJobs@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.

