



# CATTARAUGUS COUNTY CIVIL SERVICE

## HUMAN RESOURCES DEPARTMENT

303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

### CONFIDENTIAL LAW SECRETARY (District Attorney's Office)

#### Cattaraugus County District Attorney's Office

303 Court Street

Little Valley, NY 14755

The Cattaraugus County District Attorney is seeking qualified applicants for the position of Confidential Law Secretary. This position is in the Exempt Class of Civil Service, and works at the discretion of the District Attorney. The work involves responsibility for the performance of complex clerical task and legal secretarial duties in support of the District Attorney's Office. Tasks are completed utilizing independent judgment and an understanding of departmental procedures and policies. Much of the clerical work performed will be legal in nature. Duties are performed under general supervision of the County District Attorney or when absent, their secretary. A confidential Law Secretary (District Attorney) performs other related duties as required.

**Management/Confidential Benefit Plan- Grade 19- \$29.33 per hour.**

#### Typical Duties include:

- Maintain knowledge of status of all criminal cases as necessary.
- Enter, maintain and update legal cases in computerized case management system.
- Receiving calls and referring callers to the proper persons, answering requests for administrative information and preparing legal documents to be filed with the courts and attorneys.
- Performs general office tasks including filing, answering the phones, reviewing and distributing incoming mail and preparing various documents.
- Handles correspondence independently unless it involves administrative judgment in which case it is composed for official signature.
- Drafts motions, affidavits, indictments, Superior Court Information and other legal documentation.
- Complies letters, reports and a variety of other documentation .
- Assists the general public, court personnel, attorneys and police agencies in requests for administrative information.

#### PREFERRED QUALIFICATIONS: Either:

A) Possession of an Associate Degree in Secretarial Science or a closely related field and two (2) years of clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications; OR

B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (A); OR

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Interested candidates must submit a resume with letter expressing interest by Friday August 12, 2022. Applications may be mailed via USPS or e-mailed to the addresses listed below:

Lori Rieman, District Attorney                      OR                      lprieman@cattco.org

303 Court St.

Little Valley, NY 14755

(716) 938-2220

**Cattaraugus County - An Equal Opportunity Employer**

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