

The County of Nassau is seeking candidates for the title of Legal Secretary I, Bilingual Spanish, for the Office of the County Attorney.

GENERAL STATEMENT OF DUTIES

Performs secretarial and clerical duties in recording and completing legal forms and documents; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties involve the exercise of considerable judgment in the performance of a variety of clerical functions of more than routine difficulty.

TYPICAL DUTIES

- *1. Types and prepares legal documents, including legal opinions, briefs, pleadings, memoranda of law, contracts, and transactional materials.
- *2. Checks files and proofreads documents to verify accuracy and completeness of citation and references in legal correspondence or documents.
- 3. Maintains calendars for attorneys, including court calendars where applicable.
- *4. Types reports, letters, schedules, and forms.
- *5. Operates a personal computer and related office equipment.
- 6. Maintains manual and automatic filing systems and other records.
- *7. Utilizes standard office computer applications such as Microsoft Word.
- 8. Takes minutes in examination of witnesses at hearings or court proceedings, as required.
- *9. Performs above-described duties in a foreign language in addition to English, as required.

* TYPICAL ADA ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

- 1. Considerable knowledge of either civil legal terminology, forms, and documents for appointment to the Office of the County Attorney.
- 2. Considerable knowledge of spelling, punctuation, and grammar.
- 3. Considerable knowledge of modern office practices, procedures, and equipment.
- 4. Ability to type legal documents accurately, and at a reasonable rate.
- 5. Ability to operate a personal computer and related equipment.
- 6. Ability to utilize standard office computer applications such as Microsoft Word.
- 7. Ability to maintain records.
- 8. Ability to comprehend Spanish language in addition to English, and to speak it fluently.

MINIMUM QUALIFICATIONS – Training and Experience

Graduation from high school
and

Two years of satisfactory experience performing clerical or secretarial functions in a law office.

- NOTE: 1. Associate's degree in Legal Secretarial Science from a regionally accredited or New York State registered college, university, or business school, may be substituted for the two years of experience.
2. Experience, as outlined above, in excess of the two-year requirement may be substituted for high school education on a year-for-year basis up to a maximum of two years.

For consideration, please send resume, cover letter and salary requirements to:
jobs@nassaucountyny.gov, with "ATLS" on subject line.

Nassau County Residents Preferred. Benefits package and NYS Pension.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR