

SECRETARY TO COUNTY ATTORNEY

Salary: \$45,084

Full-Time with Benefits

The Secretary to the County Attorney provides executive, legal, secretarial and administrative support to the Warren County Attorney. Responsibilities include performance of complex legal secretarial tasks involving the frequent exercise of independent judgment as well as knowledge of Warren County municipal, legal and administrative processes, codes, policies and practices. This is a position of special trust and confidence, requiring exchange of sensitive and confidential information.

The successful candidate must have excellent organizational skills, interpersonal skills and the ability to independently prepare a variety of documents, including monthly Board of Supervisors resolutions, contracts, local laws and other related documents.

The Secretary to the County Attorney is appointed by the County Attorney and serves at the discretion of the County Attorney. The position is in the Exempt class under Warren County Civil Service Rules.

Warren County residency is required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and

- A.) Graduation from an accredited two year college with a Legal Secretary Associate's Degree, and two (2) years of experience as a paid full-time legal secretary or administrative assistant with municipal or public agency experience,
OR
- B.) Four (4) years of experience as a full-time paid legal secretary or administrative assistant with municipal or public agency experience,
OR
- C.) A combination of A and B above.

**CANDIDATES SHOULD SEND COMPLETED WARREN COUNTY APPLICATION,
RESUME AND LETTER OF INTENT TO:**

Mary Elizabeth Kissane
County Attorney
Warren County Attorney's Office
1340 State Route 9
Lake George, New York 12845

Warren County is an EOE/AA employer
Applications are being accepted until August 6, 2018
Applications may be obtained at: www.warrencountyny.gov/civilservice