



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Stephen McNally  
Chairman of the Board

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**TITLE:** **CONFIDENTIAL SECRETARY TO THE ASSIGNED COUNSEL**

**SALARY:** \$27.92/HR.  
Current employees hired **PRIOR** to 2009 please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Assigned Counsel Office, Elizabethtown

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 37 ½ Hour work weeks (Monday-Friday)

**JOB SUMMARY:** The work involves responsibility in assisting the Assigned Counsel Administrator and the Supervising Attorney by expediting, coordinating, and relating departmental policies and procedures in the administrative matters of the Assigned Counsel office. The work is performed under the general supervision of the Assigned Counsel Administrator and the Supervising Attorney with wide leeway for the exercise of independent judgment. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS: Either:**

- (a) Possession of a Bachelor's Degree in Business Administration, or related field and one year of paid office experience in a public or private business;
- (b) Possession of an Associate Degree in Business Administration or related field and three years of paid experience as defined in (a);
- (c) Graduation from high school or equivalency and five years of paid experience as defined in (a) above;
- (d) An equivalent combination of training and experience as defined in (a), (b), or (c) above.

*Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.*

**RESIDENCY REQUIREMENTS:** There is no residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



518.873.3360




**Essex County is an Equal Opportunity Employer**

**Additional Information:** People seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** June 12<sup>th</sup>, 2026

**Application Deadline:** June 23<sup>rd</sup>, 2026

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