



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

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **LEGAL SECRETARY**
(Provisional* Appointment)

SALARY: \$28.15/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay

LOCATION: Essex County Public Defender's Office, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hour work weeks (Monday-Friday)

JOB SUMMARY: This position exists in the Public Defender's Office and involves responsibility for the performance of secretarial and clerical tasks and preparation of legal instruments involving the extensive use of legal terminology, and requires a general understanding of specific laws, rules, and policies. The work is performed under the general supervision of the Assistant Public Defenders with leeway allowed for the use of independent judgment in the application of standard office methods and procedures. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: **Either:**

(a) Possession of an Associate's degree in Secretarial Science or related field, which included at least six semester credit hours in legal secretarial study; or

(b) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience in a law office, which involved typing; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) 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 Requirement: 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



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. 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: October 23rd, 2025

Posting Deadline: November 3rd, 2025

**The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.*



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