



Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY
“Confidential Secretary”
Saratoga County Attorney’s Office

SALARY: Grade 9 \$49,575 (Max \$64,353) *Plus Excellent Benefits, Compensation Plan and NYS Retirement*

This is an exempt position responsible for performing highly confidential and complex administrative duties and responsibilities in direct support for the County Attorney. Incumbent is expected to independently perform daily administrative matters, some involving a high degree of discretion. Work is performed under direct supervision of the County Attorney with leeway allowed in the exercise of judgement in performing established procedure and general office efficiency. Does related work as required.

Typical work activities for this opportunity are... (*Illustrative only)

- Prepares all necessary documents for legislative meetings such as: local laws, committee meetings, resolutions, and agendas;
- Prepares a variety of correspondence and legal documents;
- Prepares indexes and keeps records of opinions, claims or other requests filed against the County;
- Conducts searches in County Clerk’s office for County Attorney;
- Maintains all business and confidential correspondence that must be retained in office files and maintains all operating records;
- Maintains time and attendance for staff including payroll records;
- May prepare a variety of contracts, agreements and others legal business documents;
- Prepares a variety of reports;
- Prepares and submits the bills on behalf of the County Attorney’s office;
- Prepares and submits purchases on behalf of the County Attorney’s office;
- Organizes and schedules meetings and maintains calendar on behalf of the County Attorney;
- Answers and responds to inquiries via phone, voicemail and email on behalf of the County Attorney’s office;
- Operates a variety of office equipment such as personal computer, calculator, copier, scanner, fax and others as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

“PREFERRED” QUALIFICATIONS: (This is an “Exempt” class position; qualifications are recommended only)

- A) Possession of an Associate’s Degree in secretarial science, executive assistant, word processing or closely related field and (3 three years of high-level secretarial experience within a law office, preferably in a municipal setting; OR
- B) Graduation from high school or possession of an equivalency certificate (GED) and five (5) years of high-level secretarial experience within a law office, preferably in a municipal setting.

**Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US 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.*

Qualified Candidates may submit their application & resume as follows:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until vacancy has been filled

Applications are required for consideration and are available in the Human Resources Office or on our website: www.saratogacountyny.gov Resume **may not** be substituted for Application. Applications must be received in our office by end of business on date indicated. Postmarks *will not* be accepted for this posting. No Fax Submissions.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquires to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.