

SECRETARY

Jefferson County is currently seeking a Secretary to fill a vacancy in the District Attorney's Office. Job duties to include but not limited to handling the justice court caseload, opening files, sending out required notices, running criminal histories on defendants and witnesses, doing subpoenas for hearings and trials, closing cases out of the system, as well as other various clerical tasks.

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State college or business school with an associate's degree in Secretarial Science or a closely related field and one year of clerical experience which involved the operation of a computer for word processing, database or spreadsheet applications; OR
- B. Graduation from high school or possession of a high school equivalency diploma and three years of experience as defined in (A); OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Starting salary \$19.50 - \$23.76/hr. With excellent fringe benefits including health insurance & NYS Retirement. Civil Service exam required for permanent appointment.

Send application to: Jefferson County Department of Human Resources 175 Arsenal Street, Watertown, NY 13601. For an application or to apply online please visit our website at: www.co.jefferson.ny.us. Deadline for applications: May 12, 2023. EOE