

# FULTON COUNTY PUBLIC DEFENDER'S OFFICE

## ANNOUNCES THE FOLLOWING:

### **ADMINISTRATIVE ASSISTANT (PUBLIC DEFENDER)**

#### **FULTON COUNTY RESIDENCY REQUIRED**

This is a permanent vacancy in the Fulton County Public Defender's Office.

2019 Salary: \$17.72 (Start Rate) - \$20.85 (One Year Rate)

#### Typical Work Activities:

- Coordinates and oversees the day-to-day workflow of the Public Defender's Office;
- Develops and implements standard office procedures and methods and instructs staff in their application;
- Independently prepares legal correspondence such as letters, memoranda, reports, minutes and a variety of legal documents and compiles data and background material to assist in various administrative/professional activities;
- Coordinates and schedules staff as needed for office and/or after hours coverage;
- Assists the Public Defender in the administration of grants including the preparation of proposals and budgets, collection of necessary documentation, submission of applications and collection of payments;
- Assists in the preparation of the annual budget, capital plans, contracts, etc;
- Supervises and participates in the collection, tabulation, and analysis of statistical and financial data;
- Maintains and processes complex records including computerized records requiring advanced knowledge of agency policies and procedures;
- Coordinates the maintenance and preparation of agency financial, payroll, personnel, and attendance records;
- Interviews callers and answers correspondence in accordance with established procedures and policies;
- Opens, reviews and distributes incoming mail in accordance with staff assignments, researches and attaches appropriate background material to correspondence;
- Monitors expenditures to maintain budgetary controls;
- Orders office supplies and maintains inventory of supplies and equipment;
- Prepares a variety of records and reports related to the work and maintains confidential files for the department;
- May supervise subordinate clerical staff;
- Performs related work to facilitate the administrative functions of the department.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma, or a high school individual education plan diploma and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Paralegal, Business Administration, Business Management, Office Administration, Office Management, Secretarial Studies, Office Technology, or related field, and three years of experience as a legal secretary or similar work experience in a law office or legal setting; or
- (B) Five years of experience as a legal secretary or similar work experience in a law office or legal setting; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

If qualifying by A or C (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

**A Civil Service Examination will be held for this position at a later date.**

**Applications should be filed with the  
Fulton County Personnel Department  
1 East Montgomery Street  
Johnstown NY 12095  
(518) 736-5574**

**They can be found on our website at [www.fultoncountyny.gov](http://www.fultoncountyny.gov).**