



DUTCHESS COUNTY  
CLASS SPECIFICATION

**SENIOR LEGAL SECRETARY**

DATE ADOPTED: 1/1/2026

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a senior level legal secretarial position responsible for providing administrative and secretarial support, performing and overseeing the more complex legal secretarial tasks. This position would provide the necessary oversight to ensure attorneys are supported, clients are provided the best defense, and the office stays in all legal compliance. The position is expected to produce a variety of correspondence and legal documents, such as motions, briefs, petitions, affidavits, and other documents, and expertise to train others to produce the same. The title differs from Legal Secretary by increased complexity of the work. The incumbent will provide daily oversight and assist with yearly evaluation of the legal secretaries both in the main office and satellite office.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Creates and edits legal and general correspondence for clients, attorneys, courts and other county agencies purposes;
2. Answers daily questions on procedures, protocols relating to these tasks;
3. Meets monthly with Legal Secretaries to ensure compliance, and assist with yearly evaluations;
4. Maintains files for client and attorney purposes, including organizing court calendars, scheduling appointments, and communicating with court and county personnel on behalf of attorneys and clients;
5. Updates case information in case management system;
6. Assists new employees with training on public defender's digital case management system and with digital discovery system;
7. Covers for other clerical/secretarial staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of legal terminology, law office practices and legal forms; good knowledge of composition, grammar, spelling, punctuation and required formats; knowledge of computer software for word processing to produce a wide variety of legal documents; knowledge of case management databases to track cases, produce forms and case management reports; skill in communication with attorneys, clients, courts, and external agencies; skill in operating office equipment to produce work accurately and efficiently; ability to handle complex administrative tasks with minimal supervision; ability to coordinate work and provide guidance to other support staff; ability to communicate both orally and in writing with a variety of people to provide and elicit information about administrative functions; ability to organize, maintain and extrapolate information from records; ability to understand and carry out moderately difficult oral and written directions; ability to maintain confidentiality; ability to expedite administrative details and



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coordinate a calendar independently; ability to screen requests and provide information to clients, attorneys, the public and others; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

EITHER: (A) Possession of a valid American Bar Association (ABA) Approved Paralegal Certificate AND one (1) year of full-time legal secretarial experience in an attorney office or similar legal setting;

OR: (B) Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time secretarial experience, one (1) year of which shall have involved legal secretarial experience in an attorney office or similar legal setting.

**NOTES:**

1. College education may be substituted for the required work experience in (B) above, on a year-for-year basis (30 credits equal to one year), up to a maximum of one (1) year.
2. Your degree or college credit 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.
3. Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

**SPECIAL REQUIREMENTS:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT: CSEA</b>	<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>
<b>GRADE: 12</b>	<b>FLSA Code: OT Eligible</b>
<b>REVISION HISTORY:</b>	