



LEGAL SECRETARY (HELP)
Public Defender Office
Salary Range: \$55,228

This is a non-competitive position in the Dutchess County Public Defender's Office. This position supports attorneys by performing various secretarial duties of a technical, legal nature. Depending on assignment, the incumbent is expected to process a variety of regular correspondence and legal documents, such as motions, briefs, petitions, affidavits, indictments, contracts, and other documents. The work is often produced from transcript, voice recorder or rough draft, and the incumbent is expected to produce a legally acceptable document. The work regularly involves coordinating the scheduling of meetings, hearings, and court dates for one or more professional staff members. The incumbent also provides other services, such as maintaining files and logs, transmitting legal orders and documents, and reviewing certain documents for legal requirements. The position differs from secretary-type positions in that the incumbent must have a working familiarity with legal terms and of the preparation and processing of legal documents. The work is performed under the general direction of an attorney and within established guidelines and procedures of the specific law office. This position may direct the work of interns and other lower-level employees.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

- EITHER: (A) Possession of a valid American Bar Association (ABA) Approved Paralegal Certificate;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid clerical work experience involving creating AND processing legal correspondence and documents.

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:

1. In some positions in this title, the appointing authority may require employee to acquire New York State Notary Public license and/or New York State Police Information Network (NYSPIN) certification.
2. In some positions in this title, possession of a valid Driver License to operate a motor vehicle in New York State may be required at time of application and to maintain the position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

Apply online at www.dutchessny.gov/jobs

Recruitment will be posted until 11/20/2026.

An EEO/AA Employer



Posted: 5/18/2026