

# TOMPKINS COUNTY CIVIL SERVICE VACANCY

**Inclusion Through Diversity**



## OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Secretary/Para-Legal Aide To The District Attorney

**SALARY:** 22.94/hour hire rate

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 10/02/19

**THE FINAL DATE TO FILE APPLICATIONS:** 10/14/19

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 10/15/19

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

### **SUGGESTED MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered two-year college or university with at least 60 hours in Paralegal Studies or related field; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) legal clerical experience; **OR**
- (c) Any combination of training and experience that is acceptable the District Attorney or equal to or greater than that specified in (a) and (b) above.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative level position involving complex para-professional legal clerical work in the Tompkins County District Attorney's Office. The incumbent is responsible for office management and administrative support for the District Attorney and Assistant District Attorney(s). The work involves use of various legal researching tools to perform legal research, prepare Court orders and other legal documents. A working knowledge of law, legal procedures and various administrative policies is required in order to adequately perform the duties of this position. The work involves substantial operation of a personal computer. The incumbent exercises a moderate amount of autonomy and independent judgment when performing these duties. This employee works under the direction of the District Attorney. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Assist in the preparation of legal documents;  
Types dictation of letters, memoranda, reports and other materials related to the District Attorney's Office;  
Types, processes, indexes, sorts records and maintains confidential and regular correspondence files necessary for the operation of the District Attorney's Office;  
Good organizational ability, including the ability to keep numerous case files neat and orderly and their contents readily accessible;  
May subpoena witnesses, officers and others involved in cases;  
Prepares statistical reports;  
Assist with payment of office bills and ordering of supplies;  
Draft and file court orders and other legal documents required for Court proceedings;  
Accurately drafts various legal documents, including preparation of time sensitive material;  
Service and notification of outside attorneys and witnesses for pending hearings;  
Obtains legal reference material and performs legal research;  
Conducts correspondence on matters where policies and procedures may or may not have been defined;  
Answers telephone, schedules appointment such as arraignments, pleas and answers requests for various information from the general public, judges, court clerks, attorneys, etc.;  
Preparation of all incoming DWI files; and  
Other related duties as required.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good general knowledge of general legal principles, practices and procedures;  
Working knowledge of office procedures, terminology and equipment;  
Good general knowledge of business arithmetic and good grammatical English;  
Good general knowledge of functions and procedures of courts;  
Working knowledge of the laws pertaining to legal proceedings;  
Ability to do legal research using law library legal reference material or electronic research (West Law);  
Ability to type accurately at a satisfactory rate of speed using a typewriter and/or personal computer;  
Ability to understand and carry out complex oral and written directions;  
Ability to write legibly;  
Ability to establish and maintain cooperative relationships with the public and with other governmental and private agencies;  
Ability to deal with emotional situations and people;  
Ability to operate and perform routine maintenance of office equipment, such as printers, fax machines, copy machines, etc.;  
Ability to maintain confidentiality of sensitive information, cases and files;  
Professional and mature demeanor representative of the District Attorney's law office setting;  
Mental alertness, neatness, accuracy, integrity, tact, and good judgment are required; and  
The employee's physical condition shall be commensurate with the demands of the position.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850