



A BOCES providing world-class opportunities for the districts we represent.

To provide leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

**Start Date:** December 2022

**Location:** Center Street in Oneonta

**Application Deadline:** Open until filled

**Salary:** \$40,000—\$45,000 depending on experience

### **NCOC**

2020 Jump Brook Road  
P.O. Box 382  
Grand Gorge, NY 12434  
(607) 588-6291

### **OAOC**

1914 County Route 35  
Milford, NY 13807  
(607) 286-7715

### **Center Street School**

31 Center Street  
Oneonta, NY 13820  
(607) 431-2562

## ***Legal Secretary— Employee Relations—Anticipated***

One (1) full-time, 12-month, Non-Unit Support, Competitive Civil Service, provisional position.

### ***Qualifications and Responsibilities***

Civil Service Title: Legal Secretary

Minimum Qualifications: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in paralegal studies, legal studies, legal secretarial science or a closely related field.

NOTE: Experience in a law office involving drafting motions and performing legal research may be substituted on a year for year basis for up to two years of education.

The selected candidate will have the ability to work efficiently and accurately in a fast-paced environment; good knowledge of legal research procedures and resources; good knowledge of legal instruments and documents; good knowledge of legal terminology; working knowledge of labor relations laws, rules and regulations; working knowledge of court and administrative hearing procedures; ability to read and analyze moderately complex legal material including court cases and opinions; ability to perform accurate legal research; ability to prepare legal documents appropriate to a municipal law office; ability to assist an attorney by performing a variety of routine legal duties; ability to comprehend and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; ability to perform close, detail work involving considerable visual effort and strain; ability to operate a personal computer; good judgment.

### ***Application***

We encourage qualified applicants to submit their resumé, application, transcripts and references to: [www.olasjobs.org/southern](http://www.olasjobs.org/southern)

Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.

The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.

[humanresources@oncboces.org](mailto:humanresources@oncboces.org)

[www.oncboces.org](http://www.oncboces.org)

*ONC BOCES is an Equal Opportunity Employer*

# ***Qualifications and Responsibilities, continued...***

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

The work involves responsibility for legal secretarial work in the School Attorney's office. The incumbent is responsible for assisting the School Attorney in a wide variety of legal, administrative and clerical functions, including preparing documents and correspondence. The position involves the operation of a personal computer, word processor and typewriter. A general understanding of law and legal procedures and administrative policies is required. The work entails the application of limited legal procedures and research techniques to facilitate the preparation and checking of legal documents. All work is performed under the general supervision of the School Attorney with considerable leeway allowed for the exercise of independent judgement. Does related work as required.

## **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Prepares standardized legal documents and verifies the completeness and accuracy of documents;

Writes routine correspondence for Attorney signature;

Assists the School Attorney in the preparation and revisions of memoranda and legal briefs for use in court proceedings or administrative hearings;

Compiles necessary information and documentation for new contracts;

Verifies citations in briefs, memos, and opinions, and rechecks the accuracy of cited cases;

Performs legal research on statutes, case law, administrative rules, regulations and policies;

Develops and maintains legal files and index and cross-reference of legal materials including local laws and resolutions;

Maintains general files which includes sorting, indexing and filing of correspondence, bills, requisitions and other materials;

Maintains the School Attorney's schedule and calendar;

Researches wage and salary data and prepares a salary report which includes the compilation of financial data and computations of proposed increases for salary negotiations;

Maintains law library materials, including ordering new publications and removing outdated materials;

Maintains and orders office supplies and equipment as needed;

Prepares departmental budget, for review by School Attorney, by projecting needs from previous year's budget;

Answers phone and gives out routine information.

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

Good knowledge of legal research procedures and resources; good knowledge of legal instruments and documents; good knowledge of legal terminology; working knowledge of labor relations laws, rules and regulations; working knowledge of court and administrative hearing procedures; ability to read and analyze moderately complex legal material including court cases and opinions; ability to perform accurate legal research; ability to prepare legal documents appropriate to a municipal law office; ability to assist an attorney by performing a variety of routine legal duties; ability to comprehend and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; ability to perform close, detail work involving considerable visual effort and strain; ability to operate a personal computer; good judgment; physical condition commensurate with the demands of the position.