



Legal Secretary

The Town of Amherst in Erie County, NY is seeking an experienced detail-oriented, organized Legal Secretary with strong clerical and office skills to join the staff of the Town Attorney's Office beginning in January 2026. The candidate will be capable of multi-tasking in a fast-paced environment with time sensitive deadlines while handling sensitive and confidential information with discretion. Strong written and verbal communication required. Applicants must have graduated from high school or obtain a GED with two (2) years of clerical office experience, one (1) year of which must have involved legal secretarial/clerical duties and word processing. Completion of a two(2)-year post high school secretarial program majoring in legal secretarial courses maybe substituted for one (1) year of legal experience. Possession of a Bachelor's Degree may be substituted for one(1) year of general clerical experience. \$60,405.80 - \$75,000.00, salary commensurate with experience. Enrollment in the New York State Retirement System and an excellent benefits package, including medical, prescription, dental and vision and a generous PTO package available. Amherst residency may be required within six (6) months of permanent hire date. The employee will be required to take a competitive exam. Minority applicants are encouraged to apply. Forward letter of application, resume and three (3) professional references to Steven B. Bengart, Esq., Town Attorney, 5583 Main Street, Williamsville, NY 14221 or via e-mail to sbengart@amherst.ny.us. EOE, M/F/V/D

LEGAL SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing legal secretarial duties, which require a high degree of skill, clerical tasks involving varied civil, criminal and legislative matters. Work is performed under the direct supervision of a higher ranking employee, who assigns secretarial duties and observes clerical processing for conformance with policy. Does related work as required.

TYPICAL WORK ACTIVITIES:

Transcribes dictation in connection with criminal and/or civil matters, i.e. subpoenas, affidavits, motions, orders, briefs, warrants, extraditions, indictments, etc.;

Takes and transcribes dictation in connection with legislation, i.e. drafts of legislation, drafts of legal opinions and drafts of papers used in litigation;

Prepares databases and spreadsheets as needed to assist in the smooth operation of a law office;

Prepares varied legal documents and forms as directed by attorneys;

Types and uses word processing at a computer work station to prepare legal papers;

Performs related clerical activities associated with office activities, i.e. answering telephone and personal inquiries, arranging interviews and appointments with legal staff, maintaining office files, making copies, making routine tabulations, scans documents, etc.;

Manipulates and creates pdf files;

Electronically files documents with courts and other agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of Microsoft Office and all of its applications; good knowledge of legal terminology and of the proper form and content of legal documents; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to accurately transcribe legal dictation at a satisfactory rate of speed; ability to type and use an alpha-numeric keyboard at a computer workstation to enter, process and extract information in software programs; ability to understand and follow complex oral and written instructions; clerical aptitude; dependability; initiative and resourcefulness; tact and courtesy; capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma supplemented by two (2) years of office clerical experience, at least one (1) year of which must have involved legal secretarial/ clerical duties and word processing.

NOTE 1: Completion of a two (2) year post high school secretarial program with a major in legal secretarial courses may be substituted for the required one (1) year of legal experience.

NOTE 2: Graduation from a regionally accredited four year New York State College or University with a Bachelor's Degree may be substituted for the one (1) year of required general clerical experience.

NOTE 3: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.