



OSWEGO COUNTY SECRETARY TO THE PUBLIC DEFENDER

The Oswego County Public Defender's Office has an immediate opening for a Secretary to the Public Defender to act as an administrative assistant and confidential secretary to the Public Defender. The position requires significant contact with court personnel, attorneys and various law enforcement officials.

Qualifications: Possession of an associate's degree in business administration, secretarial science or legal studies and five (5) years of legal clerical experience which shall have involved typing and transcribing dictation; **OR** Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as noted above

Starting Salary: \$46,835 plus competitive benefit package including: health insurance, life insurance, and NYS retirement. Candidates may be eligible for the Public Service Loan Forgiveness program. Salary negotiable to be commensurate with experience and qualifications.

To Apply: Review of applications will begin immediately and continue until positions are filled. Visit our website to complete an online application or submit a paper application to the address below. Please include a resume and cover letter with your application.

Oswego County Human Resources Department
46 East Bridge Street
Oswego, New York 13126
(315) 349-8209 Fax: (315) 349-8254
Email: humanresources@oswegocounty.com
Web: www.oswegocounty.com/humanresources

AA/EEO EMPLOYER