

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

OFFICE ASSISTANT – DISTRICT ATTORNEY (HELPS PROGRAM)

(*COUNTY APPLICATION REQUIRED*- Go to: <https://madison-portal.mycivilservice.com/>)

2026 Hire Rate: \$23.86/hr (37.50 hrs/wk).

The Madison County District Attorney’s Office seeks a full-time Office Assistant – District Attorney. The work involves responsibility for the performance of secretarial functions and legal clerical tasks designed to assist a staff of attorneys in the District Attorney’s Office. An employee in this class prepares and types legal correspondence, motions, discovery and Bills of Particular as well as opening, closing and maintaining complex criminal files. The work is performed in accordance with general instructions regarding objectives, policies and procedures. The work is performed under the direct supervision of the District Attorney and the First Assistant District Attorney. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate’s degree in Secretarial Science or a closely related field, and one (1) year of full-time paid clerical experience working in a legal office, or its part-time equivalent, which shall have involved typing; OR
- B. Graduation from high school or possession of an equivalency diploma and three (3) years of full-time paid clerical experience working in a legal office, or its part-time equivalent, which shall have involved typing; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Degrees 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. If your degree was awarded by an educational institution outside of the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

EOE