



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 24-032 **POSTING DATE*:** FROM: 5/7/24 TO: Until Filled
JOB TITLE: Confidential Secretary to the Conflict Defender

RATE OF PAY: 2024 Rate: \$62,282/year

LOCATION: Ontario Conflict Defender's Office

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Minimum of a high school education.
 2 to 3 years of clerical experience preferably in a law office.
 Familiarity to with family and criminal court litigation
 Proficient in Microsoft Office

APPLICATION DEADLINE / LAST FILING DATE*: Until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Confidential Secretary to the Conflict Defender

Job Duties

Accurately enter vouchers into software program for payment to Assigned Counsel Attorneys, including review of the vouchers for mathematical accuracy, duplication and pertinent information (i.e. disposition of the case/sentence);

Intake family court eligibility forms from public applicants, correspond with applicants to collect necessary information to determine financial eligibility;

Accurately input family and criminal case information in both OnBase and PDCMS case management systems;

Prepare and email voucher to assigned attorney;

Answer telephone and direct calls;

Prepare correspondences;

Order supplies, keep track of supply inventory, maintain office equipment;

Track grant expenditures for reimbursement submissions;

Prepare and revise forms used by the office;

Filing and storage of files.