

**Warren County District Attorney
Notice of Anticipated Vacancy
Legal Clerk**

The Warren County District Attorney's Office is seeking qualified candidates for the position of Legal Clerk. We handle the prosecution of all criminal matters in Warren County. The office includes a group of attorneys and staff that work toward a common goal of seeing that cases are handled professionally and to ensure that justice is served. We are looking for someone who would like to become a part of our team.

An incumbent in this class is responsible for performing a variety of moderately complex clerical assignments in a municipal legal or legal services office. Duties include reviewing, processing, indexing, digitizing and filing various legal documents while utilizing a full range of skills in the operation of computer programs and databases. The incumbent is expected to independently perform duties in accordance with a prescribed set of office policies and procedures. Supervisors are available for consultation on unusual problems and to provide instruction on new or difficult assignments. Work is performed under general supervision of a higher-level supervisor, and the candidate is expected to do related work as required.

MINIMUM QUALIFICATIONS:

- A) Associate's degree or higher, or
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time, paid clerical experience, which shall have included the use of computer applications and other automated systems as a major function of the job.

RESIDENCY: Residency in Warren County or a contingent County is required.

SALARY: \$43,495

The position will be filled based upon Civil Service requirements. A provisional appointment will be made with an exam to be held at a later date. Candidates must meet Civil Service requirements for appointment following the establishment of the Eligible List.

Interested candidates may submit a Warren County application, resume and cover letter by September 23, 2026 to: mcdonaldp@warrencountyny.gov. (Click [here](#) for application form).

Warren County is an Equal Opportunity/Affirmative Action Employer