

# NOTICE OF VACANCY

**DEPARTMENT:** Law Department  
**TITLE:** Paralegal Assistant  
**SALARY (GRADE):** \$43,074 (25W) plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing paralegal duties in a county department or other local municipal office. The incumbent works under the supervision of attorneys who assign work and projects. The incumbent is responsible for performing a variety of tasks, that while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedures and research techniques, to facilitate the preparation and checking of legal documents and matters for litigation. Depending upon the department or municipality involved, the incumbent's specific duties may vary within the broad framework of paralegal skills. Supervision may be exercised over the work of others depending on assignment. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Bachelor's Degree; **OR**
- (B) Possession of Associate's Degree in Paralegal Studies; **OR**
- (C) Possession of Associate's Degree **AND** two (2) years of experience providing clerical support to an attorney; **OR**
- (D) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience\* providing clerical support to an attorney.

\*Substitution - Possession of a Certificate in Paralegal Studies from a program accredited by the New York State Education Department may be substituted for four (4) years of experience required in (C) above.

### **NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A), (B) or (C).
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
3. Degree(s) 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 the degree was awarded by an educational institution outside 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.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Until the position is filled.

**\*\*Oneida County is an equal opportunity employer\*\***