

NOTICE OF VACANCY

DEPARTMENT: County Attorney's Office

TITLE: Paralegal Assistant

GRADE/SALARY: 25W - \$38,150 plus Excellent Benefits

THIS IS A TESTED 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) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in paralegal studies; **OR**
- (B) Possession of a *Certificate in Paralegal Studies from a program accredited by the New York State Education Department; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical experience in a law office which shall have involved drafting motions, contracts, and doing legal research.

NOTES:

- 1. If qualifying under (A) above, applicant **must submit** with application, a copy of transcripts showing degree received and date degree conferred.
- 2. If qualifying under (B) above, applicant **must submit** with application, a copy of Certificate in Paralegal Studies **or** a copy of transcripts showing completion of one (1) year of law school, whichever is applicable.
- 3. Verifiable part-time experience as described in (C) above will be pro-rated toward meeting full-time experience requirements.

***Substitution:** Completion of one (1) year of law school from a regionally accredited or New York State registered college or university may be substituted for a Certificate in Paralegal Studies.

APPLYING ONLINE: Please click the link below and go to the current vacancies tab to find this vacancy.

<https://oneida-portal.mycivilservice.com/>

APPLYING WITH PAPER APPLICATION: Blank paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building and either mailed or hand delivered once completed to:

Oneida County Department of Personnel
Joseph M. Johnson, Commissioner
800 Park Ave
Utica, NY 13501

You may also request a paper application to be mailed to you by calling 315-798-5726.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: December 31, 2021

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

01/19/2021