



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Public Defender Criminal

CIVIL SERVICE TITLE: Law Clerk (temporary)(NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$53,649 (27W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2026

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position responsible for performing legal research in all phases of the law with emphasis on municipal law, social services law, surrogate court procedure law, criminal procedure law, penal law and any other laws related to the work of the particular legal department. An incumbent functions as a member of a team. Work is performed in an automated systems environment. Supervision is not normally a responsibility of this position. The work is performed under direct supervision of an attorney. The incumbent performs related work as required.

MINIMUM QUALIFICATION: Candidates must meet the minimum qualification at time of application.

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree **AND** currently enrolled in a regionally accredited or New York State registered college leading to a LL.B or J.D degree.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. 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.

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

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 7th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

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