

POSITION AVAILABLE

DEDICATED INDIVIDUALS NEEDED

Issued: 04/12/2019

www.steubencony.org

Steuben County, New York is currently recruiting candidates for the position of

PARALEGAL ASSISTANT

This position is located at the Steuben County District Attorney's Office.

The work involves responsibility for assisting in the performance of highly responsible and confidential pre-trial/hearing legal research and investigative tasks in an office of government. The work is carried out in accordance with exacting well-established pre-trial/hearing preparation procedures pursuant to the goals and standards established by laws such as the Family Court Act, Domestic Relations Law, Social Services Law, Debtor/Creditor Law, STOP/DWI Law, Vehicle and Traffic Law, Criminal Procedure Law and all other laws of the State of New York to ensure that judicial processes are carried out efficiently and to ensure protection of the rights of clients, victims and witnesses. Work is performed under the direct supervision of an attorney or a higher-level staff member who works closely with an attorney or other legal professional such as a Hearing Examiner. Supervision of subordinates is usually not a feature of this class of positions. Does related work as required.

MUST BE SUCCESSFUL IN A CIVIL SERVICE EXAMINATION AT A LATER DATE.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Pre-Law, Law, Paralegal Studies or Criminal Justice and one year of experience preparing court documents; or
- (b) Three (3) years of full-time or equivalent part-time paid experience in a responsible clerical or research assistant position in an office that prepares court documents; or
- (c) Three (3) years of experience in the State of New York as a Police Officer as that term is defined in Section 1.20, Subdivision 34 (a) (b) (c) (d) and (g) of the Criminal Procedure Law of the State of New York; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

NOTE: Possession of a Paralegal certificate from a regionally accredited or New York State registered institution approved by the American Bar Association may be substituted for one year of experience.

SALARY/BENEFITS

- ✓ \$34,587 annually (\$40,691 after 1 year).
- ✓ NYS Retirement and an excellent benefits package

Original application due by May 10, 2019 to:

Mary Jo Snyder, Confidential Secretary
Steuben County Department of Personnel
3 East Pulteney Square
Bath, NY 14810
Phone: (607) 664-2319