



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

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<b>TITLE:</b>	<b>PARALEGAL</b> <i>(*Provisional Appointment)</i>
<b>SALARY:</b>	\$26.72/HR. Current employees hired <b>PRIOR</b> to 2009, please contact the Personnel Office for rate of pay.
<b>LOCATION:</b>	Essex County Department of Social Services, Elizabethtown
<b>BENEFITS:</b>	Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35 Hour work weeks (Monday-Friday).

**JOB SUMMARY** This position involves responsibility for performing paralegal duties in the Social Services Legal Department. The incumbent performs a variety of tasks that, while not requiring the skills of an attorney, require the application of limited legal procedures and the preparation and review of legal documents. Work is performed under the general direction of the Social Services Attorney and the Assistant Social Services Attorneys, with some discretion allowed for the exercise of independent judgment in planning and carrying out assignments.

**MINIMUM QUALIFICATIONS:**

- A) Possession of a Bachelor's Degree and possession of a paralegal certificate from a regionally accredited or New York State registered institution approved by the American Bar Association and at least six months experience working for a municipal attorney or in a municipal law office; OR
- B) Possession of an Associate's Degree in paralegal studies or closely related field and at least one (1) year experience working for a municipal attorney or in a municipal law office; OR
- C) Graduation from high school or possession of an equivalency diploma and at least three (3) years of experience in a law office involving drafting motions and doing legal research; OR
- D) An equivalent combination of training and experience as defined by A), B) and C) above.

**(OVER)**



**Essex County Dept. of Personnel & Civil Service**  
**Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932**



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



**518.873.3360**

**Essex County is an Equal Opportunity Employer**

**Residency Requirement:** There is no residency requirement.

***\*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.***

**Posting Date:** April 18<sup>th</sup>, 2025

**Application Deadline: April 28<sup>th</sup>, 2025**



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