

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

Michael Mascarenas County Manager

Shaun Gillilland Chairman of the Board

PARALEGAL TITLE:

(\*Provisional Appointment)

\$26.72/HR. SALARY:

Current employees hired PRIOR to 2009, please contact the Personnel Office for rate of pay.

Essex County Department of Social Services, Elizabethtown LOCATION:

Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life **BENEFITS:** 

Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee

Premium Enhancement, and 35 Hour work weeks (Monday-Friday).

This position involves responsibility for performing paralegal duties in the Social Services **JOB SUMMARY** 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

**518.873.3360** 

**Note:** Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <a href="http://www.cs.ny.gov/jobseeker/degrees.cfm">http://www.cs.ny.gov/jobseeker/degrees.cfm</a>. You must pay the required evaluation fee.

Residency Requirement: There is no residency requirement.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. People seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

\*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 18th, 2025

**Application Deadline:** 

April 28th, 2025

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