



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Assistant Paralegal (*Provisional Appointment)
SALARY: \$24,308– \$31,092 Annually
LOCATION: Monroe County Department of Law

JOB SUMMARY:

This is an entry level staff support position in a legal environment responsible for performing administrative detail work designed to allow paraprofessional and professional staff to perform more municipal law substantial work. Work involves access to confidential and/or privileged information. The employee reports directly to and works under the general supervision of a legal staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Satisfactory completion of a regionally accredited paralegal training and instructional program and possession of a certificate of completion.

SPECIAL REQUIREMENTS:

Depending upon assignment, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:

Monroe County Department of Human Resources
39 W. Main Street – Room 210
Rochester, NY 14614

Posting Deadline: June 24, 2009

*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) on the examination list in order to be eligible for permanent employment.