



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: CRIMINAL LAW ASSISTANT (Provisional* Appointment)

SALARY: \$31,421 - \$40,466 Annually

LOCATION: Monroe County District Attorney's Office

JOB SUMMARY:

This is a paraprofessional position responsible for reviewing cases, including procuring court documents, filing, preliminary case preparation and notation of recommendations and legal action. These employees assist Assistant District Attorneys and have access to confidential information. Work may also include overseeing the day-to-day operations of a program or function of the office. The employee reports directly to, and works under the general supervision of an administrative staff member. An Assistant District Attorney may provide direction on individual cases. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; PLUS,

- (A) Graduation from a regionally accredited or New York State registered college with a Bachelor's degree in Criminal Justice, or Legal Studies, or Paralegal Studies; OR,
- (B) Graduation from a regionally accredited or New York State registered college with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent experience in paralegal or legal assistant work**;
- (C) Graduation from a regionally accredited or New York State registered college with an Associate's degree, plus two (2) years of full-time or its part-time equivalent paid experience in paralegal or legal assistant work; OR,
- (D) Satisfactory completion of a regionally accredited paralegal training and instructional program, school of business or business institute and possession of a certificate of completion in Paralegal Studies or graduation from a regionally accredited or New York State registered college with an Associate's degree in Criminal Justice, or Legal Studies, or Paralegal Studies plus one (1) year paid full-time or its part-time equivalent experience in paralegal or legal assistant work**; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

**cooperative education (co-op) or internship experience (paid or unpaid) is acceptable.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

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 Applications to: Monroe County Department of Human Resources
39 West Main Street – Room 210
Rochester, NY 14614

Posting Deadline: July 2, 2013

*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 appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer