Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: LEGAL ASSISTANT - CSEA
(Provisional* Appointment)

SALARY: $45,550 - $60,217 annually

LOCATION: Monroe County Law Department
General Social Services

JOB SUMMARY:
This is a paraprofessional position responsible for assisting County attorneys in preparing cases for court hearings, doing follow-up research, updating information in case records, maintaining contact with clients, disseminating information and occasionally conduct hearings. The employee reports directly to, and works under the general supervision of a Senior Legal Assistant or higher-level staff member. Supervision is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Graduation with an Associate's degree in Paralegal Studies, Law, Legal studies, or a closely related field, plus one (1) year paid full-time or its part time equivalent experience involving at least one (1) of the following: preparing legal documents, developing financial and related information, or preparing case files for administrative and legal proceedings in a professional setting; OR,

(B) Graduation from a school of business or business institute with a diploma or certificate in Paralegal Studies, Law, Legal studies, or a closely related field, plus one (1) year paid full-time or its part-time equivalent experience as described in (A) above; OR,

(C) Graduation with a Bachelor's degree, plus one (1) year paid full-time experience or its part-time equivalent as described in (A) above; OR,

(D) Successful completion of at least thirty (30) college semester credit hours of post graduate education in law; OR,

(E) Four (4) years paid full-time or its part-time equivalent experience as described in (A) above; OR,

(F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D), and (E) above.

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SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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.

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
There is no residency requirement for this position. Preference may be given to Monroe County residents

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: August 14, 2026

Posting Deadline: Until filled

*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.

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