



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: PARALEGAL (Provisional* Appointment)

SALARY: \$34,267 - \$43,459 annually

LOCATION: Monroe County Sheriff's Office, Jail Bureau

JOB SUMMARY:

This is a paraprofessional position responsible for assisting attorneys by performing substantive legal work requiring knowledge of legal concepts. Duties vary depending on work environments and locations but the essential duties of performing research, organizing information and preparing legal arguments remain consistent. This position does not represent clients, sign documents as a legal representative, or advise clients but deals extensively with criminal law, civil law, insurance, family law, contract law or other specialty. Work involves access to confidential and/or privileged information. The employee reports directly to, and works under the general supervision of a Senior Paralegal, an attorney or higher-level staff member. 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 an Associate's degree plus six (6) months of paid full time or its part time equivalent experience in paralegal or legal assistant work; OR,
- (B) Satisfactory completion of a regionally accredited paralegal training and instructional program and possession of a certificate of completion; OR,
- (C) Graduation from a regionally accredited or New York State registered college with an Associate's degree in Paralegal Studies; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Candidates qualifying under (B) must submit a copy of their certificate of completion at the time of application.

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.

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: December 2, 2021

Posting Deadline: December 16, 2021

*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.