



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: SENIOR PARALEGAL (Provisional* Appointment)

SALARY: \$41,666 - \$52,842 Annually

LOCATION: Monroe County Department of Law

JOB SUMMARY:

This is a senior paraprofessional position responsible for the independent review, research and preparation of legal documents, preliminary case screening and assignment, and acting as liaison between the employer and agencies. This position differs from a Paralegal by virtue of overseeing a functional unit or supervising Paralegals or other legal staff and representing the employer at administrative or other high-level hearings. The employee will have access to confidential and/or privileged information. The employee reports directly to, and works under the general supervision of an attorney or other higher level staff member. General supervision may be exercised over Paralegals and other staff. 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 or university with an Associate's degree, plus two (2) years paid full-time or its part-time equivalent experience in paralegal or legal assistant work; OR,
- (B) Satisfactory completion of an accredited paralegal training and instructional program and possession of a certificate of completion, plus one (1) year paid full-time or its part-time equivalent experience in paralegal or legal assistant work; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Paralegal Studies, plus one (1) year paid full-time or its part-time equivalent experience in paralegal or legal assistant work; OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

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 LAW
ATTN.: SUSAN E. WALSH
39 WEST MAIN STREET – ROOM 307
ROCHESTER, NY 14614

Posting Date: June 15, 2021

Posting Deadline: July 30, 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.