



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: TRIAL ASSISTANT (Provisional* Appointment)

SALARY: \$32,049 - \$40,646 annually

LOCATION: Monroe County Department of Law

JOB SUMMARY:

This position, in the Children's Services Unit of the Department of Law, is responsible for assisting attorneys in all aspects of child protective proceedings and trials, including pre- and post-trial preparation, investigation and the appellate process. The employee assumes direct responsibility for selected legal matters. The Trial Assistant reports directly to, and works under the general supervision of, a Deputy County Attorney or higher level staff member. Supervision is not a characteristic of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Satisfactory completion of an accredited paralegal training and instructional program and possession of a certification of completion, plus one (1) year paid full-time or its part-time equivalent experience in drafting and composing legal documents in a law office setting; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus completion of at least one (1) year post graduate education in law; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years paid full-time or its part-time experience as defined in (A) above; OR,
- (E) Five (5) years paid full-time or its part-time equivalent experience as defined 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.

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: November 9, 2017

Posting Deadline: November 30, 2017

*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.