



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **TRIAL ASSISTANT – CHILDREN’S SERVICES UNIT**
(Provisional* Appointment)

SALARY: \$38,468 - \$52,707 annually

LOCATION: Monroe County Department of Law

HOURS: Monday - Friday 8:00 am to 5:00 pm

JOB SUMMARY:

This position is responsible for assisting attorneys in all aspects of child protective or criminal proceedings and trials and, depending on the assignment, can include pre-trial and post-trial preparation, investigation and the appellate process. The employee assumes direct responsibility for selected legal matters. The employee reports directly to, and works under the general supervision of a Deputy County Attorney, Public Defender Assistant Grade II or other higher level staff member. 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.

SPECIAL REQUIREMENTS (continued):

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:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

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

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

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 14, 2023

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.