



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**Paralegal (Part time)
\$19.51 per hour**

This is a part time position and does not offer a health insurance benefit

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a regionally accredited or New York State Registered college or university with a degree in paralegal studies; OR
- B. Two (2) years of experience as a paralegal; OR
- C. Four (4) years of experience as a legal assistant; OR
- D. Any combination of training and experience as defined by the limits of (a) and (c).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver's License is required and must be maintained throughout employment.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing paralegal duties in a County department or other local municipal office. The incumbent works under the supervision of attorneys who assign work projects by setting overall objectives and deadlines. This position is responsible for performing a variety of tasks, that while not requiring the skills of an attorney, nevertheless entail the application of legal procedures and research techniques to facilitate the preparation and checking of legal documents and matters of litigation. Depending upon the department or municipality involved, the incumbent's specific duties may vary within the broad framework of paralegal skills. Supervision may be exercised over appropriate office personnel to establish priorities and assign and review completed work. Does related work as required.

NOTE: This position will be filled on a provisional (conditional) basis, dependent upon participation in an examination to be scheduled and held at a later date.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Up To:
8/28/18, or until position is filled

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Accurately drafts and distributes various legal documents (including, but not limited to, mortgages, liens, depositions, subpoenas, pleadings, orders, applications, motion papers and other legal documents) in concert with office attorneys; subpoenas witnesses, and others to obtain testimony at trials; appears in court with and for the office attorneys as directed;

Types, processes, copies indexes, sorts records and supervises confidential and regular files necessary to the operation of the County Attorney's office;

Schedules appointments, court dates and/or "fair hearing" dates, receives callers and refers them to the proper persons and answers requests for various information;

Reviews documents received, including court calendars, orders, decisions, and distributes copies of such as required within the County;

Prepares County's position for social services "fair hearings," cites rules, regulations or laws upon which County is basing its actions, and prepares and distributes packets to appellants and their witnesses;

Confers with appellants and/or their representatives;

Attempts to resolve problems prior to hearings; presents Department's position at hearings, gives oral testimony, questions Department witnesses, and cross-examines appellants and their witnesses;

Other matters as directed by office attorneys.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of legal documents, terminology and procedures; good communication skills, particularly in writing clearly and effectively; ability to read and analyze legal information, including court cases and opinions; ability to perform accurate legal research; ability to devise resolutions through problem identification; ability to understand and carry out complex written and oral instructions; ability to work independently with a minimum of supervision; ability to prepare clear and accurate reports and records; ability to establish effective working relationships with public, state and local officials, co-workers, court, etc; ability to verbally present self and position in a positive, clear and concise manner in public; initiative and resourcefulness; good research skills, typing skills, computer skills; physical condition commensurate with the demands of the position.

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