

DATE: July 10, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)



FROM: Elizabeth Corrado, Esq., Public Defender
280 Wall Street, Kingston, NY 12401

JOB VACANCY: Legal Aide / Full-Time / Contingent Permanent/Temporary / Benefited

LOCATION: Courthouse

SALARY: \$25.44 / hour (Grade 11)

FILL DATE: July 31, 2024

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work performed independently in a legal office of an Ulster County Department. The incumbent performs a major portion of the administrative and secretarial duties, and may also supervise subordinate staff. General supervision is received from staff attorneys and administrative staff. General supervision may be exercised over a variety of subordinate personnel. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of law office practices, legal forms, and legal terminology; good knowledge of office procedures and equipment; good knowledge of business arithmetic, grammar, spelling and legal formatting; good organizational abilities; ability to handle administrative details independently; ability to supervise the work of others; ability to prepare written material; ability to understand and carry out difficult oral and written directions; ability to maintain confidentiality; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's, or higher level degree, in Business Administration, Public Administration, or a substantially similar field, and three (3) years of full-time paid secretarial experience in a law office or similar setting; **OR**
- B. Graduation from high school, or possession of a high school equivalency diploma and five (5) years of full-time paid experience as described above; **OR**
- C. An equivalent combination of the training and experience as indicated in A and B above.

Note: Paid, part-time work experience will be considered on a pro-rated basis.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.