

**DATE:** August 20, 2024

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

**FROM:** Clint Johnson, Esq., County Attorney  
244 Fair Street, Kingston, NY 12401

**POSITION:** Paralegal / Full-Time / Contingent Permanent/Temporary / Benefited

**LOCATION:** 244 Fair Street

**SALARY:** \$33.34 / hour (Grade 15)



**DISTINGUISHING FEATURES OF THE CLASS:** This is a Para-professional support position involving technical legal work requiring specific knowledge of State and County law and legal procedures, but not a license to practice law. The employee provides assistance with legal research and documentation, requiring a high degree of accuracy and confidentiality, to the professional legal staff within an assigned Ulster County Department. The work may involve technical and legal assistance in all phases of contract research, preparation, review, negotiations, implementation and monitoring. The position's responsibilities may include monitoring capital project contracts for compliance with terms of the contract and appropriate Federal, State and County regulations. The work may also involve primary research, compiling and analyzing a variety of information, as well as preparation and assistance in preparing the details involved with presenting a case in a court or administrative hearing. The work is performed under the general supervision of the agency attorneys and the administrative direction of the department head with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over other Para-professional and clerical staff. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of procedures, principles and techniques of legal issues involved in contract management; good knowledge of legal research procedures and resources; good knowledge of legal instruments and documents; good knowledge of legal terminology, especially as it relates to contract management; working knowledge of court and administrative hearing procedures; working knowledge of computerized legal research; working knowledge of current windows-based and web-based office word processing applications such as Microsoft Word or Word Perfect; ability to analyze legal language and terms of contracts; ability to prepare legal correspondence and documentation; ability to set forth legal positions clearly and concisely in oral and written forms; ability to establish and maintain effective working relationships with Federal, State and local officials, private agencies, clients and the public; integrity; tact; initiative; good judgment; courtesy.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of progressively responsible work experience which involved the interpretation and application of rules and regulations to specific situations; **OR**
- B. Six (6) years of progressively responsible work experience as a Legal Secretary or Legal Assistant; **OR**
- C. Five (5) years of progressively responsible work experience as a Paralegal; **OR**
- D. Possession of a Paralegal certificate, as approved by the American Bar Association, and two (2) years of work experience as a Paralegal; **OR**
- E. An equivalent combination of training and experience as indicated in A, B, C and D above.

**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 System 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.