

DATE: September 11, 2023

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Michael Iapoce, Commissioner of Social Services
1061 Development Court, Kingston, NY 12401

JOB VACANCY: Paralegal Assistant / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$26.53 / hour (Grade 12)

FILL DATE: October 2, 2023



DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional support position in an assigned Ulster County Department involving technical legal work requiring specific knowledge of the 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 professional legal staff and other staff members. The work involves primary research, compiling and analyzing information, case preparation, and assisting 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's attorneys and the administrative direction of the agency's 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 a small clerical staff. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of legal research procedures and resources; good knowledge of legal instruments and documents; good knowledge of legal terminology; working knowledge of court and administrative hearing procedures; working knowledge of applicable rules, regulations and programs offered by the assigned department; 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 an Associate's Degree in Paralegal or Legal Studies; **OR**
- B. Four (4) years of progressively responsible work experience as a Legal Secretary or Legal Assistant; **OR**
- C. Certification by the National Association of Legal Assistant (NALA) as a Certified Legal Assistant (CLA), and approval by the New York State or American Bar Association. Possession of certificate required at the time of appointment; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C 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.