



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Attorney's Office

Job Title: PARALEGEAL SPECIALIST

Salary Range: \$55,167-\$71,610* (*Based on years of service employed with Saratoga County)

Work Location: 40 McMaster Street, Ballston Spa, NY 12020

Classification: Competitive (This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)

Job Description

This is para-professional legal work of a complex nature within Saratoga County. Depending on assignment (District Attorney, County Attorney, Public Defender, Conflict Defender, Treasurer's Office, Social Services) work involves responsibility for a wide variety of legal duties including but not limited to preparation, review, verification and maintenance of legal documents as well as designing and coordination of the maintenance of a variety of legal materials. Incumbent will be required to act as liaison between attorneys, court and non-court staff on a routine basis. Work is performed under the general supervision of a designated attorney or other administrative staff member. Does related work as required.

Minimum Qualifications (at least)

- A) Possession of a Bachelor's Degree in Criminal Justice, Political Science, Paralegal Studies, Business Administration or closely related field AND one (1) year of paid, full-time experience working within a legal or law office, or in a role requiring duties with an emphasis on court proceedings, practices and requirements;
OR
- B) Possession of an Associate's Degree in Criminal Justice, Political Science, Paralegal Studies, Business Administration or closely related field, AND three (3) years of paid, full-time experience working within a legal or law office, or in a role requiring duties with an emphasis on court proceedings, practices and requirements;
OR
- C) Graduation from a Paralegal/Legal Assistant Training Program and five (5) years of paid, full-time experience working in a legal or law office, or in a role requiring duties with an emphasis on court proceedings, practices and requirements.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Prepares legal documents including, but not limited to, opinions, motions, answers, orders, memoranda of law, discovery demands, subpoenas and affidavits of service, certificates of compliance and protective order requests;
- Writes routine resolutions and correspondence for attorney's signature;
- Prepares and revises discovery information and inputs critical documentation;
- Acts as liaison between attorneys, courts and multiple County departments, agencies and service providers;
- Conducts legal research in all areas of law utilizing electronic and web-based applications, interprets statutes, cases, rules and regulations;
- Reviews and analyzes complex new laws, court decisions, and administrative directives for their effect on current legal practices;
- Verifies citations in briefs, memos and opinions, ensuring accuracy of cited cases;
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Paralegal Specialist – P2

- Assists in the preparation for hearings and trials by reviewing files, coordinating conferences, appointment times for witnesses, gathering of evidence, interviewing witnesses, issuing subpoenas, production and organization of exhibits, etc.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue through May 15, 2024 or until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.