



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Attorney's Office

- Job Title:** PARALEGAL SPECIALIST (HELP's Program)
- Salary Range:** \$62,709 - \$80,136 (\*Based on years of service employed with Saratoga County in specified title)
- Work Location:** 40 McMaster Street, Ballston Spa NY 12020
- Classification:** Non-Competitive HELPs (Exam requirements temporarily waived)

### 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

- 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 High School or possession of an Equivalency Certificate (GED) 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.

**NOTE:** Completion of a Paralegal/Legal Assistant Training Program will be given favorable consideration.

(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)

- Performs legal research, reviews files and prepares memorandum to assist in litigation;
- Drafts legal briefs and memorandum for use in legal cases;
- Examines legal documents and abstracts relevant data;
- Conducts basic research and gathers information needed in various legal actions;
- Reviews legal documents for completeness and accuracy of contents;



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- Verifies citations and condenses case law statutes;
- Follows through on court of administrative decisions to ensure that related records are organized and files;
- Prepares legal memorandum for attorneys;
- May accompany attorneys to administrative or judicial hearings and prepares notes for final briefs;
- Assists in legal matters such as hearings, trials, suits, injunctions, etc. as may be required and performs legal tasks assigned by the supervising attorney;
- Receives, downloads, documents, reviews and files the needed discovery information for each client file to be filed for distribution to the attorney and client if needed;
- For all new arrests and citations issued by law enforcement, *may* oversee document receipt and download from various electronic delivery systems and export into the case management system (PDCMS & local share), certify receipt, organize and prepare for distribution;
- May follow up with arresting agency or court for delivery of additional documents as needed and provide to the assigned attorney;
- Writes routine resolutions and correspondence for attorney's signature;
- Prepares and revises discovery information and inputs critical documentation;
- Acts as liaison between crime victims, 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;
- Performs other related duties as needed.

*\*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 Membership, and competitive Compensation Plan

### To Apply (via Link Provided is preferred method)

- 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 complete application
- Fax submissions will not be accepted

**Applications will continue to be accepted through the date posted, or until the posting is removed**

**\*\* This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through 2026 \*\***

*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.*