



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Paralegal

PAY RATE: \$37,034/yr

DEPARTMENT/DIVISION: Public Defender

WORK LOCATION: Lockport

STATUS: Provisional

DESCRIPTION: The work involves responsibility for performing paralegal duties in a municipal office. Under the supervision of an attorney and a Senior Paralegal, an employee in this class performs a variety of tasks that while not requiring the skills of an attorney do entail the application of legal procedures and legal research as well as the preparation of legal documents for submission to the courts. An employee in this class may also assist an attorney in preparing for and appearing in a trial. The specific tasks performed may vary depending on the department assignment; however, work performed remains within the broad scope of paralegal skills. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma AND one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Paralegal, Legal Studies, or related field; OR
2. Possession of a certificate, or its equivalent, in Paralegal Studies or Legal Assistant from a program accredited by the New York State Education Department; OR
3. One (1) year of paid experience working as a paralegal.

CONTINUED

DATE POSTED: **10/19/2020** DEADLINE: **11/01/2020**

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer