



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

TITLE/POSITION #: Senior Paralegal

PAY RATE: \$51,650/yr

DEPARTMENT/DIVISION: Public Defender

WORK LOCATION: Lockport

STATUS: Provisional

DESCRIPTION: This work involves complex paralegal work and assisting with day-to-day administrative functions related to the work of paralegal staff and a variety of tasks that, while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedure and research techniques to facilitate the preparation of legal documents in matters of litigation. The Senior Paralegal performs a wide variety of legal, fiscal, and administrative tasks required of a legal office. The work involves an understanding of laws, policies and procedures. This position supervises and allocates work for Paralegals and ensures that paralegal staff training requirements and documents are properly completed and submitted appropriately. The work is performed under the general supervision of the department's attorneys with considerable leeway allowed for the exercise of independent judgment. 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 a Bachelor's Degree in Paralegal, Legal Studies, or related field and one (1) year of paid experience as a paralegal or administrative assistant in a law firm; OR
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an

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**Associate's Degree in Paralegal, Legal Studies, or related field and three (3) years of paid experience as a paralegal or administrative assistant in a law firm**  
**3. Five (5) years of paid experience working as a paralegal or administrative assistant in a law firm.**

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DATE POSTED: **10/21/2020**      DEADLINE: **11/03/2020**

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