



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: **Court Assistant**

PAY RATE: **\$18.87-\$21.27/hr.**

DEPARTMENT/DIVISION: **District Attorney**

WORK LOCATION: **Varies**

STATUS: **Provisional**

DESCRIPTION: **Responsible for opening criminal files daily, a high volume of data entry into case management systems, requesting materials from law enforcement and other agencies to comply with statutory timelines, preparing and issuing subpoenas and various other legal documents as instructed. Interacts with the public on behalf of the District Attorney's Office, appears in court proceedings to record information and prepare follow up documentation as necessary.**

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 Criminal Justice or Paralegal Studies; OR 2. Two (2) years of clerical experience working in the legal field.**

DATE POSTED: **2/22/21** DEADLINE: **3/8/21**

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/>

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Niagara County is an Equal Opportunity Employer