NIAGARA COUNTY JOB POSTING

DATE POSTED: **10/26/26** DEADLINE: **11/8/26**

POSITION TITLE/ #: **Paralegal II (HELP Program) #13920**

POSITION CLASS: **Non-Competitive**

PAY RATE: **$27.17 - $31.43** WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **District Attorney**

WORK LOCATION: **175 Hawley Street, Lockport, NY 14094**

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: **Permanent**

Submit letter of interest and resume to:

NAME: **Sarah Healey**

ADDRESS: sarah.healey@niagaracounty.gov

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: **Permanent**

DESCRIPTION: For a complete job description and minimum requirements please visit: https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

The work involves responsibility for performing paralegal duties in a municipal office. Under the supervision of an attorney and a Paralegal III, 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. General direction is received from a Paralegal III and/or attorney with wide leeway permitted for the exercise of independent judgement in accordance with established policies and procedures. The incumbent provides direct supervision to assigned Paralegals. Does related work as required.

This position is non-competitive and covered under the HELP Program. Information on the HELP Program can be found here:
https://www.niagaracounty.com/employment/#outer-1641

MINIMUM QUALIFICATIONS: **The minimum qualifications can be found on the continuous recruitment posting here:**
https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

PROMOTIONAL QUALIFICATIONS: One (1) year of permanent competitive status as a Paralegal I immediately preceding the date of exam.

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

1. **An Associate's Degree in Paralegal, Legal Studies, or related field and one (1) year of paid experience as an administrative assistant in a law firm or as a paralegal; 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 and two (2) years of paid experience as an administrative assistant in a law firm or as a paralegal; OR**
3. **Three (3) years of paid experience as an administrative assistant in a law firm or as a paralegal; OR**
4. **Graduation with a degree in Law (JD – Doctor of Laws or L.L.B. – Bachelor of Laws).**

NOTE:
1. **Part-time experience will be pro-rated.;**
2. **Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.**

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 here:
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
Form Revised 4/4/2023