



DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

518.885.2225

SARATOGACOUNTY.NY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

“Paralegal Specialist” Saratoga County Public Defender’s Office

SALARY: 55,167 *Plus excellent benefits, compensation plan and NYS Retirement System Enrollment*

This is para-professional legal work of a complex nature within the Saratoga County Public Defender’s office with a concentration on family law. The position involves responsibility for a wide variety of legal duties, including but not limited to research, preparation, review and verification of legal documents; designing and supervising the maintenance of a variety of legal materials; provides training and supervision of legal interns/aides as necessary. Work is performed under the general supervision of the Public Defender or assigned Assistant Public Defender(s). Does related work as required.

Typical Work Activities for this opportunity are... (*Illustrative Only)

- Prepares legal documents including, but not limited to, opinions, petitions, motions, answers, orders, resolutions, local laws, memoranda of law, discovery demands, subpoenas and affidavits of service;
- Writes routine resolutions and correspondence for attorney’s signature;
- Prepares and revises stipulation of settlements and compiles necessary information and documentation required;
- Acts as liaison between clients, caseworkers, 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;
- Verifies citations in briefs, memos and opinions, ensuring accuracy of cited cases;
- Assists in the preparation for hearings and trials by reviewing files, coordinating conferences, appointment times for witnesses, gathering of evidence, interviewing witnesses, issuing subpoenas, production and organization of exhibits, etc.

**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 are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Required performance knowledge, skills, abilities, and personal characteristics:

Good knowledge of legal documents and family court procedures; good knowledge of computers as they relate to legal research, database management and document tracking; good communication skills, particularly in writing clearly and effectively; good ability to read and analyze complex legal documents and materials; ability to perform accurate legal research in assisting attorney’s with everyday case information and court proceedings and contract details; excellent organizational skills and ability to multi task in a fast paced environment; ability to carry out complex written and verbal instructions; tact, diplomacy, empathy, professionalism, confidentiality; physical condition commensurate with the demands of the position.

Minimum Qualifications:

- A) Possession of a Bachelor’s Degree in Criminal Justice, Political Science, Paralegal Studies, Business Administration or closely related field AND completion of an approved Paralegal/Legal Assistant training program with one (1) year of paid, full-time experience working within a legal or law office.
- B) Graduation from a regionally accredited or New York State university or college with 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.

Qualified candidates may submit their application and resume, by mail or in person as follows:

ATTN: Personnel Officer – Civil Service Division

Saratoga County Human Resources Department

40 McMaster Street

Ballston Spa, New York 12020

Applications will continue to be accepted until vacancy has been filled

Applications are required for consideration and are available in the Human Resources Office or on our website, www.saratogacountyny.gov Resume MAY NOT be substituted for Application. No Fax Submissions.

***** This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date *****

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 inquires 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.