



DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

518.885.2225

SARATOGACOUNTYNY.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 Attorney’s Office

SALARY: \$55,167 (Grade 10) **Plus Excellent Benefits, Compensation Plan and NYS Retirement**

This is para-professional legal work of a complex nature within the Saratoga County Attorney’s Office. Work involves responsibility for a wide variety of legal duties, including but not limited to preparation, review, verification and maintenance of legal documents as well as designing and coordination of the maintenance of a variety of legal materials. Incumbent will be required to act as liaison between attorneys, court and non-court staff on a routine basis. Work is performed under general supervision of the County Attorney and direct supervision of assigned Assistant County Attorney. May supervise the activities of support staff within the Department. Performs related work as required.

Typical work activities for this opportunity are... (*Illustrative only)

- Manages and maintains case flow and associated materials required from case open to close;
- Calendars court related activities, response and submission dates, discovery requests, court orders and tracking petitions, motions and service of subpoenas;
- Provides direct legal support by answering phones, scheduling appointments and hearings;
- Acts as liaison between attorneys, courts and multiple County departments, agencies and service providers;
- Electronic entry of case files, documents and appropriate data;
- Responds to routine questions from agency staff, family court and respondents in absence of attorney;
- Prepares files for Administrative Law Judge and the appellant(s) for the hearing(s);
- Files and prepares court documentation as directed;
- Prepares legal documents including, but not limited to contracts, opinions, petitions, motions, answers, orders, resolutions, memoranda of law, discovery demands, subpoenas and affidavits of service;
- Conducts investigative and legal research as necessary and provides preliminary analysis of findings and information for attorney(s);
- Assist attorneys in all areas of court proceedings, including witness preparation, trial testimony, drafting and prepping court documents.
- Reviews, researches and analyzes complex new laws, court decisions, and administrative directives for their effect on current legal practices;
- Assist attorneys with everyday case information, court proceedings and contract details;
- Performs other related duties as needed.

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

Minimum Qualifications are:

- A) Possession of a Bachelor's *Degree in Criminal Justice, Political Science, Paralegal Studies, Business Administration or closely related field AND one year of paid, full-time experience working within a legal or law office, or in a role requiring duties with an emphasis on court proceedings, practices and requirements; **OR**
- B) Possession of 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, or in a role requiring duties with an emphasis on court proceedings, practices and requirements; **OR**
- C) Graduation from a Paralegal/Legal Assistant Training Program and five (5) years of paid, full-time experience working in a legal or law office, or in a role requiring duties with an emphasis on court proceedings, practices and requirements.

**Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.*

Qualified Candidates may submit their application & resume as follows:

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 the vacancy is 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. Applications must be received in our office by end of business on date indicated. Postmarks *will not* be accepted for this posting. 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.