



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 District Attorney’s Office

SALARY: Grade 10 \$55,167 (max 71,610 based on years of service w/ county)

****Plus Excellent Benefits, Compensation Plan and NYS Retirement****

This is para-professional legal work of a complex nature within the Saratoga County District Attorney’s Office and 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. Work is performed under the general supervision of the District Attorney, 1st Assistant District Attorney, Senior Assistant District Attorneys or assigned Assistant District Attorneys. Does related work as required.

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

- Prepares legal documents including, but not limited to, opinions, motions, answers, orders, memoranda of law, discovery demands, subpoenas and affidavits of service, certificates of compliance and protective order requests;
- Writes routine resolutions and correspondence for attorney’s signature;
- Prepares and revises discovery information and inputs critical documentation;
- Acts as liaison between crime victims, 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.*

Minimum Qualifications are, at least...

- 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 to:

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

*****This position is being filled on a provisional basis pending the results of a Civil Service exam scheduled for January 13, 2024 – You must submit your application/Fee separately.*****

Application is required for consideration, and 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.

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.