

Personnel and Civil Service

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NOTICE OF VACANCY

Paralegal

Date of Issue 11/27/2024. The work involves performing paralegal duties in a county department or other local municipal office. The incumbent works under the supervision of attorneys who assign work projects by setting overall objectives and deadlines. This position is responsible for performing a variety of tasks, that while not requiring the skills of an attorney, nevertheless, entail the application of legal procedures and research techniques to facilitate the preparation and checking of legal documents and matters of litigation. Depending upon the department or municipality involved, the incumbent's specific duties may vary within the broad framework of paralegal skills. Incumbents work under the supervision of an attorney. Supervision may be exercised over appropriate office personnel to establish priorities and assign and review completed work. Does related work as required.

The title of Paralegal is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **The tentative test date for this examination is not yet known.** Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list. *Applicants not currently employed by Tioga County will be subject to a criminal background check.

Status: Provisional, pending successful completion of civil service examination requirements
Work Hours: Full time, days; 35 hours/week
Salary: \$54,577 – \$64,577 (M/C); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Law Department

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

- a. Graduation from a regionally accredited or New York State Registered college or university with a degree in Paralegal studies; **OR**
- b. Two (2) years of full-time experience or its part-time equivalent as a Paralegal; **OR**
- c. Four (4) years of full-time experience or its part-time equivalent as a Legal Assistant; **OR**
- d. Any combination of training and experience as defined by the limits of (a), (b), and (c).

Apply Online: <https://tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications will be accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.