

# Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

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Bethany O'Rourke Personnel Officer

## NOTICE OF VACANCY PARALEGAL (PT) (two openings)

**Date of Issue: 11/19/19:** 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. 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 (PT) is **Non-Competitive**, requiring applicants to meet minimum qualifications established for the position. Pending a criminal background check\*, appointment may be made to this position.

**Status:** Permanent

**Work Hours:** Part time, days; 17-hour work week

**Salary:** \$16.17 (2019, Non-Union Salary); eligible to join the NYS Retirement System

**Location:** Tioga County Public Defender's Office

**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 paid experience or its part-time equivalent as a Paralegal; **OR**
- c) Four (4) years of full-time paid 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** by using our "Online Application Tool":

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

Applications may also be obtained in the Personnel Department during office hours (Mon.-Fri. 9-5)

**Apply by:** Applications will be accepted until positions have 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.