

The **Sullivan County Department of Law** is seeking to fill the following position:

PARALEGAL

The work involves responsibility for performing paralegal duties and a variety of tasks that while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedures and research techniques to facilitate the preparation of legal documents and matters for litigation. The incumbent's specific duties will vary within the broad framework of paralegal skills. The work is performed under the direct supervision of the Department's attorneys and administrative supervision of the appointing authority, with considerable leeway allowed for the exercise of independent judgment. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and possession of a Paralegal certificate from a regionally accredited or New York State registered institution approved by the American Bar Association and five (5) years of experience as a Paralegal; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Paralegal Studies and seven (7) years of experience as a Paralegal; or
- (C) Graduation from high school or possession of a high school equivalency diploma and nine (9) years of experience as a Paralegal.

NOTE: Valid Notary Public Commission may be preferred.

SALARY: \$57,000.00

APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

EEO/AA Employer

M/F/D/V