



Our Future Starts
With *you!*

POSITION: Paralegal (HELPS)

DEPARTMENT: Albany County Office of the District Attorney

SALARY: \$60,000—\$70,000

WORK LOCATION: 6 Lodge Street, Albany, NY 12207

HOURS: 8:30AM to 4:30PM

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

RESPONSIBILITIES:

Assists the legal staff in research, collection of data, and preparation of legal documents. This is a para-professional position involving research and preparation of data as needed by the legal staff. Incumbent in this class works under the supervision of an attorney. Does related work as required. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Bachelor's degree in Law; OR,
- B. Graduation from an accredited college or university with at least an Associate's Degree in Paralegal Studies and one (1) year of experience in legal research or in the preparation of legal documents; OR,
- C. Possession of a certificate in Paralegal Studies or Legal Assistant from a program accredited by the New York State Education Department and one (1) year of experience in legal research or in the preparation of legal documents; OR,
- D. Graduation from high school or possession of a general equivalency diploma and three (3) years of work experience as a paralegal.

A resume is required for this application.

POINT OF CONTACT FOR INQUIRIES:

Jennifer Aguila, Chief of Staff

jennifer.aguila@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

