



Our Future Starts
With *you!*

POSITION: Attorney's Trial Assistant (HELPS)

DEPARTMENT: Albany County Department of Law

SALARY RANGE: \$59,000-\$62,000

LOCATION: 112 State Street, Albany, NY 12207

BENEFITS:

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

DESCRIPTION:

This is a paraprofessional position involving legal research and preparation of data needed by legal staff to present evidence and legal documents for court proceedings. Assists professional and legal staff in the collection of data, and in the preparation of legal documents for presentation to the Family Court. Work is performed under the general supervision of a designated attorney. Supervision may be exercised over a clerical staff engaged in the preparation. Does related work as required.

MINIMUM QUALIFICATIONS: *EITHER:*

- A. Graduation from an accredited college or university with a Juris Doctorate; OR,
- B. Graduation from an accredited college or university with a Bachelor's Degree in a social science or in Criminal Justice and two (2) years of experience in field investigation of cases involving child abuse and neglect; OR,
- C. Graduation from an accredited college or university with an Associate's Degree in Criminal Justice and three (3) years of experience in field investigation of cases involving child abuse and neglect; OR,
- D. Graduation from a paralegal institute and three (3) years experience in field investigation of cases involving child abuse and neglect; OR,
- E. Graduation from high school or possession of a high school equivalency diploma and five (5) years experience in field investigation of which three (3) years of experience is in cases involving child abuse and neglect.

SPECIAL REQUIREMENT:

Possession of an appropriate New York State Motor Vehicle Operator's license at the time of appointment and throughout employment.

POINT OF CONTACT FOR INQUIRIES:

Ciara Hodges

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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.

