



Our Future Starts  
With *you!*

**POSITION:** Paralegal (HELPS)

**DEPARTMENT:** Albany County Department of Law

**SALARY RANGE:** \$55,000-\$57,000

**LOCATION:** 112 State Street, Albany, NY 12207

**BENEFITS:**

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

**DESCRIPTION:**

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.

**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 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.

**POINT OF CONTACT FOR INQUIRIES:**

Ciara Hodges

[Ciara.hodges@albanycountyny.gov](mailto:Ciara.hodges@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.

