



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 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, Criminal Justice, Paralegal Studies or a closely related field and two (2) years of administrative or paralegal experience in a legal setting; *OR*,
- C. Graduation from an accredited college or university with an Associate's Degree in a Social Science, Criminal Justice, Paralegal Studies or a closely related field and three (3) years of administrative or paralegal experience in a legal setting; *OR*,
- D. Possession of a certificate in Paralegal Studies or Legal Assistant from a program accredited by the New York State Education Department and three (3) years administrative or paralegal experience in a legal setting; *OR*,
- E. Graduation from high school or possession of a high school equivalency diploma and five (5) years of administrative or paralegal experience in a legal setting.

**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

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.

