



Our Future Starts
With *you!*

POSITION: Paralegal (HELPS)

DEPARTMENT: Office of the Albany County Public Defender

SALARY: \$62,000

WORK LOCATION: 112 State Street, Albany, NY 12207

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

Duties involve responsibility for paralegal tasks with supervision by attorneys which require a general understanding of legal terms and departmental or agency rules and courtroom procedures and policies. Duties require assisting with the drafting of letters and motions, perfecting appeals, and correspondence with courts, prosecutors, and clients. This position performs legal research as necessary, files legal documents, and helps direct phone calls to the appropriate staff member. This position also involves assisting attorneys in the preparation of hearing and trials and working closely with other members of support staff. 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.

Please upload a resume with your application.

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.

