



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: SENIOR PARALEGAL
(Provisional* Appointment)

SALARY: \$46,183 - \$63,278 annually

LOCATION: Monroe County Department of Law

JOB SUMMARY:

This is a senior paraprofessional position responsible for the independent review, research and preparation of legal documents, preliminary case screening and assignment, and acting as liaison between the employer and agencies. This position differs from a Paralegal by virtue of overseeing a functional unit or supervising Paralegals or other legal staff and representing the employer at administrative or other high-level hearings. The employee will have access to confidential and/or privileged information. The employee reports directly to, and works under the general supervision of an attorney or other higher level staff member. General supervision may be exercised over Paralegals and other staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, PLUS:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years paid full-time or its part-time equivalent experience in paralegal or legal assistant work; OR,
- (B) Satisfactory completion of an accredited paralegal training and instructional program and possession of a certificate of completion, plus one (1) year paid full-time or its part-time equivalent experience in paralegal or legal assistant work; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Paralegal Studies, plus one (1) year paid full-time or its part-time equivalent experience in paralegal or legal assistant work; OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

ADDITIONAL INFORMATION (continued):

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: March 28, 2023

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.