



St. Lawrence County Attorney's Office is in search of:

Paralegal

Salary: \$48,326 - \$62,494 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

The work involves performing paralegal duties in the County Attorney's Office. The incumbent works under the supervision of attorneys who assign work and projects. The incumbent is responsible for performing a variety of tasks, that while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedures and research techniques, to facilitate the preparation and checking of legal documents and matters for litigation. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Paralegal Studies; **OR**
- B) Possession of a *Certificate in Paralegal Studies from a program accredited by the New York State Education Department; **OR**
- C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma **AND** four (4) years of clerical experience in a law office which shall have involved doing legal research.

***Substitution:** Completion of one (1) year of law school from a regionally accredited or New York State registered college or university may be substituted for a Certificate in Paralegal Studies.

This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.

Applications will be accepted until the position is filled. Send application/resume to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the county's website, www.hr.stlawco.org or by contacting the Human Resources Office at (315)379-2210. **AA/EEO.**