

Paralegal Jefferson County Department of Social Services is seeking a licensed Paralegal. The incumbent is responsible for a wide variety of legal duties, including but not limited to research, preparation, review, and verification of legal documents and maintaining a variety of legal materials.

Minimum Qualifications:

- A) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in Paralegal Studies; or
- B) Graduation from high school or possession of an equivalency diploma and possession of a paralegal certificate issued by a regionally accredited or New York State registered institution approved by the American Bar Association and one year of experience in a law office which shall have involved drafting motions, contracts, or doing legal research; or
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

Salary Range: \$37,437yr. with excellent fringe benefits including health insurance and NY State retirement.

Civil Service exam required for permanent appointment. Applications accepted with: Jefferson County Department of Human Resources, 175 Arsenal Street, Watertown, NY 13601. Or online at www.co.jefferson.ny.us. Applications accepted until the Position is filled. EOE