

Paralegal Jefferson County Public Defender's Office 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: Associate's degree in paralegal studies and 1 year of experience in a law office which shall have involved drafting motions, contracts, or doing legal research; OR 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 two years of experience in a law office which shall have involved drafting motions, contracts, or doing legal research, as indicated above.

Salary Range: \$35,636-\$43,880/yr. 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. Deadline for applications: December 18, 2020. EOE