



## OSWEGO COUNTY PRINCIPAL PARALEGAL

The Oswego County Social Services Department has an immediate opening for a Principal Paralegal to perform highly complex paralegal duties. The incumbent performs specialized legal research and analysis, prepares training manuals and trial preparation materials, and develops standardized templates and reference tools to support the Department's attorneys and casework staff.

**Qualifications:** Possession of an associate's degree or higher in paralegal/legal studies and four (4) years of experience as a paralegal, legal assistant or in a position where job duties include the preparation of cases for criminal, family court, or support court; **OR** Possession of an associate's degree or higher and five (5) years of experience as a paralegal, legal assistant or in a position where job duties include the preparation of cases for criminal, family court, or support court; **OR** Graduation from high school or possession of an equivalency diploma and seven (7) years of experience as a paralegal, legal assistant or in a position where job duties include the preparation of cases for criminal, family court, or support court. **NOTE:** Possession of a paralegal certificate from a regionally accredited or NYS registered college or university can be substituted for one (1) year of required experience. Possession of a Juris Doctor in Law and two (2) years of experience noted above equates to "A" above.

**Pay Rate:** \$33.09 per hour plus competitive benefits package including: health, life, dental and vision insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

**To Apply:** Review of applications will begin immediately and continue until the position is filled. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department  
46 East Bridge Street  
Oswego, New York 13126  
(315) 349-8209 Fax: (315) 349-8254  
Email: [humanresources@oswegocounty.com](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)  
AA/EEO EMPLOYER