



OSWEGO COUNTY PARALEGAL

The Oswego County Social Services Department has an immediate opening for a Paralegal to perform a variety of tasks that, while not requiring the skills of an attorney, entail the application of legal procedures and legal research as well as the preparation and review of legal documents.

Qualifications: Bachelor's degree or higher and two (2) 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** 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** high school diploma or possession of an equivalency diploma and six (6) 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 the required experience on a year-for-year basis up to two (2) years.

Permanent appointment to this position will require successful completion of the civil service examination.

Pay Rate: \$24.23 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 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
Web: www.oswegocounty.com/humanresources

AA/EEO EMPLOYER