



## OSWEGO COUNTY PARALEGAL

The Oswego County District Attorney's Office and Department of Social Services have immediate openings for Paralegals 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:** Possession of a bachelor's degree or higher and one (1) year 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 in paralegal/legal studies and three (3) 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 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. **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. Possession of a Juris Doctor in Law equates to "A" above.

This title has been approved to be filled without the need to take an exam for a limited period through the HELP Program. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP program ends.

**Pay Rate:** \$27.51 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 positions are 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