

<i>Date:</i>	6/25/2025
<i>Subject:</i>	Q & A Legal Unit Positions
<i>Category:</i>	Administration
<i>Question:</i>	“Essex County continues to struggle with recruiting and hiring attorneys and paralegals. I am wondering if any of you utilize a legal assistant model such as a Legal Case Coordinator, for example. A position that is used for gathering information, case preparation, being the go between units, etc.; a position that does not require a law degree, nor passing the Bar. If anyone has knowledge of or utilizes such a position, would you please send me the posting and salary range.”
<i>Answers:</i>	“Broome DSS Legal does not use a legal assistant model rather they changed the minimum qualifications for a paralegal which has helped. Attached are the updated job specs. Starting salary is \$42,260 (37.5hrs wk) or \$45,078 (40hrs wk). Good luck!”

Please [contact NYPWA](#) with any questions or further clarifications regarding these answers.