



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: Bachelor's degree or higher 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** associate's degree or higher in paralegal/legal studies and six (6) years of the above noted experience; **OR** Graduation from high school or possession of an equivalency diploma and eight (8) years of the above noted experience. **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 and 3 years of experience noted above is also qualifying.

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
Web: www.oswegocounty.com/humanresources
AA/EEO EMPLOYER