

Senior Legal Assistant

The Position

The Public Defender's Office is hiring for a **Senior Legal Assistant*.** This position involves performing paralegal work of a complex nature with responsibility for performing a wide variety of legal duties, including but not limited to research, review, and preparation of legal documents, processing of petitions, and court orders, as well as clerical processing duties. Work is performed under general supervision in accordance with specific policies and objectives. May supervise the work of Paralegals or other clerical staff. Incumbent does related work as required.

PLEASE NOTE: This position has been requested as part of the NYS HELPS Program, and an examination may not be required.

Qualifications

A) Possession of a bachelor' degree* and two (2) years of experience in legal work; OR

B) Possession of an *associate degree and four (4) years of experience in legal work; OR

C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in legal work.

Salary

The annual starting salary for this position is $60,245 (2027 Salary)

How to Apply

Apply online at ***mycivilservice.schenectadycounty.com***.

Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis

Schenectady County offers exceptional benefits

Health Benefits
Medical, Dental & Vision
Prescription Drug
Flexible Spending Accounts

Retirement and Savings Plans
NYS Pension System
457(b) Deferred Compensation
529 College Saving Plan

Additional Benefits
Paid Holidays
Vacation, Personal, Bereavement, and Sick Leave
Paid Family Leave for Bonding with Child
Free Tuition at SUNY Schenectady and other Tuition Assistance
Gym Reimbursement
Free CDTA Bus Pass
Employee Assistance Program

About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:
www.SchenectadyCountyNY.gov.

Schenectady County Human Resources
620 State Street, 2nd Floor, Schenectady, NY 12305
(518) 388 - 4233 ● www.SchenectadyCounty.com