



CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
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PLEASE POST CONSPICUOUSLY
November 28, 2016

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Paralegal
Department of Law

The **Department of Law** has one (1) vacancy for the position of **Paralegal** at a rate of **\$36,000/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit a resume AND application to the Department of Human Resources, City Hall, Room 301, Albany, NY 12207 to be received in the office or via e-mail to HR@albanyny.gov no later than 5:00 p.m. **Tuesday, December 27, 2016.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
TUESDAY, DECEMBER 27, 2016.

An Equal Opportunity /Affirmative Action Employer

PARALEGAL

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing paralegal duties and supporting research geared toward the preparation of legal documents and matters for litigation. Specific duties will vary within the broad framework of paralegal skills. The work is performed under the supervision of the department's attorneys.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Organizes material and information for pleadings, orders, petitions, motion papers, and other legal documents;
- Conducts routine correspondence on matters where policies and procedures have been defined;
- Processes, indexes, sorts records and maintains files necessary for the operation of the office;
- Prepares petitions, court orders, and other legal documents required for Court calendar and arranges for scheduling of cases;
- Obtains legal reference material and conducts legal and factual research under supervision of an attorney;
- May appear in court with the department's attorneys;
- May meet with staff to obtain information regarding matters before the Court to determine what evidence, witness or materials would be required to continue processing of the case;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of general legal principles, practices and procedures. General knowledge of service of process, business corporation law, foreclosures, and/or estate administration will receive strong consideration;
- Good knowledge of modern office terminology, procedures, equipment and business English;
- Working knowledge of the functions and procedures of Courts;
- Ability to communicate effectively both orally and in writing;
- Ability to efficiently gather facts through investigation and interviews;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;
- Tact and courtesy;
- Good judgement;
- Integrity;
- Initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and possession of a Paralegal certificate from a regionally accredited or New York State registered institution approved by the American Bar Association; **OR**
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Paralegal Studies and two (2) years of experience as a Paralegal or legal secretary; **OR**
- C. Possession of a Paralegal certificate from a regionally accredited or New York State registered institution approved by the American Bar Association and three (3) years of experience as a Paralegal or legal secretary; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience in a law office which shall have involved drafting motions, contracts and doing legal research; **OR**
- E. Any equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

Issued: 7/29/15
Revised: 10/26/16