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OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Department of Social Services

Paralegal

$44,711 - $52,806

DATED: November 16, 2026

LAST DAY FOR FILING: December 1, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing paralegal duties and a variety of tasks that while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedures and research techniques to facilitate the preparation of legal documents and matters for litigation. The incumbent's specific duties will vary within the broad framework of paralegal skills. The work is performed under the direct supervision of the Supervising Paralegal with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Performs related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Organizes, tracks, and completes service of process for petitions, motions, subpoenas, and other legal documents;
- Processes, indexes, and sorts records and maintains files necessary for the work of the Attorneys;
- Prepare court orders for review, file court orders with various courts on notice to parties, and keep and maintain the court order tracking log;
- Answer the telephone, receive callers and refer them to the appropriate person, answers requests for various information, takes messages;
- File documents in a timely and organized manner;
- Keep, maintain, and manage electronic data;
- Keep and maintain electronic calendar of court appearances and deadlines;
- Work with other staff to schedule appointments, fair hearings, meetings, etc.;
- Meet or speak with staff to obtain information;
- Receive, handle, sort, and distribute incoming mail, emails, and faxes;
- File petitions, motions, pleadings, reports, and letters to various courts;
- Carries out routine correspondence with various courts, agencies, and other attorneys;
- Draft witness subpoenas for attorney review and makes arrangement for service of process as necessary;
- Subpoenas witnesses and records as necessary;
- May maintain and coordinate attorney calendars;
- Distribute the attorney's calendars to certain department staff;
- Conduct basic legal research under the supervision of an attorney;
- May appear in court with attorney;
- May appear before County administrative committees;
- Perform a variety of clerical duties including drafting and sending letters;
- Supervise a clerk as needed;
- Use various electronic databases to obtain information for the attorneys and the smooth operation of the office. Examples include Child Case Recording System (CCRS) and Connections in DSS; and Public Defender Case Management System (PDCMS) in Public Defender's Office for required data and analytics filing with various New York State agencies, including Office of Indigent Legal Services (OILS);
- Keep and maintain statistics on filings;
- Pull and prepare files for the attorney to take to court;
- Order office supplies as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge and skill with computers, electronic communication, scanning, word processing, managing spreadsheets, and accessing electronic data; good knowledge of general legal principles, practices and procedures; good knowledge of modern office terminology, procedures, equipment and business English; working knowledge of the functions and procedures of the courts; ability to be proactive in solving problems; ability to perform tasks quickly and efficiently; ability to understand and carry out complex oral and written directions; ability to effectively listen and communicate both orally and in writing; ability to maintain cooperative relations with staff, other departments, other agencies, the courts and the public; integrity, confidentiality, honesty, attention to detail, and good judgment.

MINIMUM QUALIFICATIONS: Either:

(a) 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 or higher in Paralegal Studies, Human Services, Business Administration, Legal Studies or closely related field and one (1) year of full time or part time equivalent clerical experience in human services, legal or business office setting; or

(b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full time or part time equivalent clerical experience of which one (1) year experience is in human services, legal or business office setting; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE:

1. Successful completion of coursework in human services, business administration, legal studies or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience, up to one-half of the required work experience.
2. Possession of a Paralegal Certification 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. For example, a one (1) year 32 or 36 credit paralegal certificate program would be deemed equivalent to one (1) year.
3. Applicants may be required to undergo a Local, State, and/or national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street Cooperstown, NY 13326 or online at www.otsegocountyny.gov