

<b>Westchester County Department of Human Resources</b>	<h1 style="margin: 0;">Civil Service</h1> <h1 style="margin: 0;">Job Opportunities</h1>
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**DATE: 4/3/17**

**POST UNTIL: 4/14/17  
(Filing Deadline)**

Control No.	Title	Job Group	Class
054-17	PARALEGAL	VIII	C

**IF YOU APPLY FOR THIS JOB OPENING, YOUR APPLICATION (XD10) MUST BE SUBMITTED TO THE FOLLOWING LOCATION BY THE FILING DEADLINE:**

Patricia A. Kaley  
 District Attorney's Office  
 111 Dr. Martin Luther King Jr. Blvd.  
 White Plains, NY 10601

**Located in the Office of the District Attorney – White Plains:** Under general supervision, an incumbent of this class performs various paralegal tasks in support of lawyers, including research and preparation of legal documents and litigation cases. Responsibilities may include extensive inter-office and public contact. Supervision is not normally a responsibility of this class. Work is performed in an automated systems environment. Does related work as required.

**REQUIRED:** High school or equivalency diploma and either: (a) an Associate's Degree\* in paralegal studies; or (b) satisfactory completion of 60 credits\* and two years of paralegal experience which must have included review and analysis of contracts and/or assisting in the drafting of legal documents; or (c) Bachelor's Degree\* and completion of one year of law school; or (d) satisfactory completion of a course in paralegal studies at a school approved by the American Bar Association.

**NOTES:** (1) The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment. Part-time experience will be prorated based on a 35 hour workweek. (2) Verified and documented volunteer (unpaid) experience will only be credited when specifically allowed by the job description or examination announcement.

**ONLY EXPERIENCE GAINED AFTER ATTAINING THE MINIMUM EDUCATION LEVEL INDICATED IN THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED IN EVALUATING EXPERIENCE.**

**\*SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

**Filing an application for a posting does not substitute or relieve you of the requirement to file appropriate application and fee when the civil service exam may be announced.**

**SALARY:** \$48,565 - Starting Salary  
 \$60,535 - Maximum reached in four additional steps

**SUBMIT:** Application (XD10) and Resume

**INCLUDE THE CONTROL NUMBER OF THIS JOB POSTING ON YOUR APPLICATION (XD10).**