

**TOMPKINS COUNTY CIVIL SERVICE  
VACANCY  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Paralegal Aide

**SALARY:** 27.59/hire 29.05/work

**TYPE OF EMPLOYMENT:** Full

**ISSUE DATE:** 02/03/25

**THE FINAL DATE TO FILE APPLICATIONS:** 03/17/25

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 03/18/25

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree **AND** possession of at least one year of full-time paid (or the part-time and/or volunteer) legal administrative experience; **OR**
2. Graduation from a New York State registered two-year college with an Associates Degree in Paralegal Studies or a certificate in Paralegal Studies **AND** possession of at least three years of full-time paid (or the part-time and/or volunteer) legal administrative experience; **OR**
3. Any combination of training and experience that is equal to, or greater than, that specified in (a) and (b) above, as determined by the Commissioner of Personnel.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a position which combines complex legal administrative work with paraprofessional legal work. The legal administrative work involves responsibility for assisting the in a wide variety of legal administrative and intake work. A general understanding of law, of legal procedures, and administrative policies is required in exercising the independent judgment necessary to perform

these administrative duties. The paralegal work involves performing a variety of procedures required of the department. The work is performed under the general supervision of the Department head or their designee with considerable leeway allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Assists in the preparation of complaints, memos of law, transcriptions, memos of conversion, minutes, resolutions and other legal documents;

Obtains legal reference material when requested;

Transcribes and types audio dictation of letters, memoranda, reports and other materials;

Transcribes, types and records minutes and proceedings of meetings, hearings and conferences;

Conducts routine correspondence on matters where policies and procedures have been defined;

Types, processes, indexes, sorts records, and maintains confidential and regular correspondence files necessary for the operations of the department;

Conducts interviews with witnesses and when appropriate, prepares and takes sworn statements or depositions;

Answers telephone, schedules appointments, receives callers and refers them to the proper persons, and answers requests for various information;

**TYPICAL WORK ACTIVITIES:**

**At the Office of the County Attorney – In addition to the activities above:**

Accurately drafts various legal documents (pleadings, orders, petitions, motion papers, appellate briefs, contracts, resolution, deeds and other legal documents) pertaining to Civil/Municipal Laws, Family Court Laws, Criminal Procedure Laws and foreclosures;

Electronically files legal paperwork with various courts;

Assist with the preparation of deeds and real estate documents for the sale of or purchase of properties by the County;

Assists with the intake, preparation and completion of FOIL requests;

Maintains the digital calendar of the County Attorney, schedules appointments, receives callers and refers them to the proper persons, and answers requests for various information;

Manages all budgetary accounts and billing, orders supplies and assists with the preparation of annual department budget;

Manages equipment, services and supplies (copier, fax, printers, phones etc.);

Handles collection cases for various county departments;

**TYPICAL WORK ACTIVITIES:**

**At the Office of Human Rights – In addition to the activities above:**

Is responsible for all duties related to complaint processing -- including complaint threshold assessments, referrals, scheduling and conducting complainant and respondent interviews, drafting briefs, written and verbal correspondence with parties, requests for reasonable accommodation negotiations, facilitating conciliation strategies, maintenance of case files, and case review reporting;

Prepares conciliation agreements, complaints, and other legal documents;

Conducts research regarding questions of law or regulation and advises the Director of Human Rights;

Assists the Director of Human Rights in matters that require legal interpretation or preparation.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of general legal principles, practices and procedures;

Thorough knowledge of office procedures, terminology, technology, and equipment;

Ability to articulate complex administrative and legal concepts to parties, through both written and verbal communication;

Skill in investigative, interviewing and report preparation techniques;

Ability to work effectively with diverse and difficult clientele in high-stress situations;

Ability to understand and carry out complex oral and written directions;

Ability to write clearly, concisely, and legibly;

Ability to establish and maintain cooperative relationships with diverse groups with varying interests, including public, private, and community-based stakeholders and/or with other governmental and private agencies;

Ability to be impartial, fair, and effective in the gathering of facts through investigation and interview;

Mental alertness, neatness, accuracy, integrity and good judgment are all required personal characteristics.

The employee's physical and mental condition shall be commensurate with the demands of the position, with or without reasonable accommodations.

**In addition to the above, the Office of the County Attorney position requires:**

Working knowledge of the laws pertaining to Civil/Municipal, Family Court, Criminal Procedure and Public Officers Law;

Working knowledge of the functions and procedures of the courts including electronic filing;

Thorough knowledge of business arithmetic and English;

Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;

Ability to handle routine administrative details independently, including the composition of letters and memoranda.

**In addition to the above, the Human Rights Department position requires:**

A good knowledge of and the ability to research and draft complex legal documents including those involving violations of NYS Human Rights Law, federal civil rights law and local civil rights ordinances in the preparation of cases for investigation, conciliation, or referral;

A working knowledge of the functions and procedures of the State Division of Human Rights and other state and federal enforcement agencies;

A working knowledge of laws pertaining to legal proceedings, especially the Civil Rights Act, State Human Rights Law, the ADA, ADEA and other legislation pertaining to civil rights law;

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â-

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and 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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850