



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21  
Watkins Glen, NY 14891  
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Lorry Johnson  
Personnel Officer

*Job Vacancy*

# Paralegal Assistant

Department of Social Services

**LAST DATE TO FILE:** Applications **MUST** be received in the Civil Service office by **4:30pm** on **May 25, 2018**

**SALARY:** \$18.94 w/excellent benefits

**HOW TO APPLY:** Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

**VACANCY:** At the present time there is one full-time (35 hours/week) opening in the Schuyler County Department of Social Services. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

**RESIDENCY REQUIREMENT:** Candidates must be **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**JOB DESCRIPTION:** The work involves responsibility for assisting with Paralegal duties in the Schuyler County Department of Social Services Fraud Unit. A Paralegal Assistant is also responsible for performing a variety of high level clerical and administrative duties for the department. Work is performed under the Fraud Unit’s Paralegal, with some leeway for the exercise of independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Performs legal and other research through a variety of computer systems and data bases;  
Assists in the formulation of policies and procedures and interprets programs;  
Attends and participates in trainings;  
Keeps up to date on policy changes affecting all areas of Unit responsibility;  
Gathers information, enters data, and prepares reports according to local and state requirements;  
Prepares and disseminates a variety of documents, reports, and correspondence;  
Attends meetings, assists in presentation in hearings and court proceedings, testimony may be required;  
Maintains case files—opens, reviews, closes, and coordinates records retention;  
Maintains document logs and acts on documents according to schedule;  
Maintains reference materials and forms;

Responsible for all aspects of resource recovery, including maintaining paper and/or electronic files, obtaining repayment agreements, sending notifications to responsible party, pursuing court ordered judgements and income executions;  
Assists Investigator and/or Paralegal in researching potential fraud and preparing court documents for prosecution by the District Attorney's office;  
Prepares budget/overpayment calculations for inclusion in evidentiary packet submitted for fraud prosecution;  
Assists with Fair Hearings;  
Performs other duties as assigned by employer.

**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 in Paralegal Studies, Administrative Assistant, Investigative/Criminal Justice, Business Law, or related field **and** two years of experience in a law office, as an administrative assistant, or a position in examining, investigating, or evaluating claims for assistance or programs operating under established criteria for eligibility; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four years of experience as outlined in (A); or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**PROMOTIONAL QUALIFICATIONS:**

Two years of permanent competitive status as a Social Welfare Examiner with the Schuyler County Department of Social Services immediately preceding provisional appointment or exam application.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190  
Schuyler County...An Equal Opportunity/Affirmative Action Employer

**Date Issued: May 7, 2018**