County of Onondaga
John H. Mulroy Civic Center
421 Montgomery Street, Syracuse, NY 13202
www.ongov.net

ONONDAGA COUNTY LAW DEPARTMENT

Paralegal—Litigation

Location: 421 Montgomery Street, 10th Floor, Syracuse, New York 13202

The Onondaga County Law Department is looking to hire a full-time paralegal to provide support to attorneys in our Litigation Unit.

Minimum Qualifications:

- Graduated from an accredited college or university with an Associate's or Bachelor's degree in Paralegal Studies; or,
- Possession of a certificate in Paralegal Studies from a program accredited by the New York State Department of Education; or,
- At least two (2) years of work experience, or its part time equivalent, as a paralegal; and,

Ideal Experience & Skills:

- Proficiency in Microsoft Word, Excel, Outlook, Adobe (or equivalent), and state and federal court electronic filing systems
- Ability to assist a supervising attorney with complex state and federal civil litigation, from inception through trial, and if necessary, appeal
- Knowledge of CPLR, FRCP and NDNY local rules
- Able to independently support and assist multiple attorneys with active and sizeable caseloads handling civil matters in state and federal courts
- Maintains schedules and manages deadlines appropriately
- Able to independently gather, analyze and organize legal data and information into clear and logical sequence
- Significantly experienced in drafting and responding to various legal documents, including: discovery demands, deposition questions and outlines, and motions
- Able to perform legal research
- Works with various County departments to gather materials necessary to provide responses to discovery demands in state and federal courts
- Assembles exhibits, affidavits, legal documents, etc. for use by attorneys in trial, and collects any additional information that is needed.
- Works collaboratively and collegially with other attorneys and support staff
- Demonstrates intrinsic motivation, confidence, integrity, professional accountability, and excellent communication
- Must be able to maintain and adhere to a strict code of confidentiality.
- Notary public commissioned by the State of New York; or,
- Possess the ability to prepare for and pass the New York State notary public examination

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Compensation: Starting salary is $62,714 per year.

Benefits:

- Competitive pay
- Thirty-five (35) hour work week
- Health, dental, and vision insurance
- NYS retirement plan/pension
- Deferred compensation option
- Paid time-off
- Paid holidays
- Qualifying employer for Public Service Loan Forgiveness

If you are interested in this role and meet the above criteria, please send your resume to **judyfougnier@ongov.net**

Onondaga County is an Affirmative Action/Equal Opportunity Employer. We look to achieve workforce diversity and encourage all applications.