

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Paralegal (Anticipated Vacancy)*

Division: Administration – Personnel Department

Location: Main Campus, 110 Elwood Davis Road, Liverpool, NY

Duties: Assists with the preparation of legal agreements and various legal documents. Prepares digests of selected decisions and opinions. Incorporates legal references and includes an analysis of precedents involved in relation to the case or matter under discussion. Assembles/drafts agreements, exhibits, affidavits, legal documents, etc. for the use of school attorney in the preparation of representation of the Board. Verifies legal citations and statutory references contained in legal documents against original sources such as legal texts, reports, etc. making certain that they are correct and in complete conformance with the source material. Performs any legal research or fieldwork required under the supervision of an attorney. Other duties as assigned.

Qualifications: *Open-Competitive:* Graduation from a regionally accredited or NYS registered college or university with an Associate’s degree in Paralegal Studies; OR Possession of a certificate in Paralegal Studies or Legal Assistant from a program accredited by the NYS Education Department; OR Two (2) years of work experience, or its part-time equivalent, as a paralegal. Please note graduation from a regionally accredited or NYS registered college or university with a degree in Law (JD-Doctor of Laws or L.L.B.-Bachelor of Laws) is considered as qualifying experience.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the **Paralegal** eligibility list.

Salary: Commensurate with experience

Starting Date: On or about May 1st, 2025

Closing Date: Two (2) weeks from date Notice posted

For questions regarding this Vacancy Notice, please contact:

Recruitment Office
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