

LITIGATION ASSISTANT (OC)
NYS #60-372 RC/EL #21177

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held **February 19, 2022**; Last filing date **January 26, 2022**

1. **If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.**
2. **If applying by mail, completed applications must be postmarked no later than the last filing date.**

VACANCIES: One each in the Rockland County Department of Law and Rockland County Public Defender's Office.

POSITIONS EXIST IN: The Rockland County Department of Law and the Rockland County Public Defender's Office.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The minimum starting salary is \$27.31/hr. for a 35-hour workweek with the County of Rockland.

WHAT THE JOB IS LIKE: This is legal clerical work of a moderately complex nature within a municipal law office which involves assisting attorneys in preparing and processing a variety of legal documents and in implementing a variety of routine legal procedures. This specialized work primarily includes the research and preparation of legal documents, as directed by an attorney. The work is performed under the supervision of an attorney or attorneys. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and

- a. Two (2) years of paid work experience that substantially included litigation duties**; or
- b. Four (4) years of office clerical experience in a law-related setting (e.g., corporate, municipal, private practice) at least one (1) year of which must have been in a law office and/or court setting; or
- c. any equivalent combination of a. or b. above.

NOTES:

1. An Associate's degree, or equivalent college credits, (minimum of sixty (60) credits) in Paralegal Studies, Criminal Justice, Legal Assistant Studies, or comparable curriculum, may be substituted for two (2) years of the required experience in (a.) or (b.).
2. A Bachelor's degree in Paralegal Studies, Criminal Justice, Legal Assistant Studies, or comparable curriculum, may be deemed fully qualifying.
3. Completed years of law school may be substituted for the required experience on a year-for-year basis (a Juris Doctor shall be deemed fully qualifying).

**Litigation duties shall be defined as assisting attorneys involved in litigation by performing duties such as rechecking the accuracy of cited cases; organizing and preparing exhibits; completing portions of legal forms; preparing routine legal documents such as affidavits of service; maintaining diaries and "tickler" files for debt-payment schedules; organizing cases and evidence; contacting people involved in a case; providing information to clients; preparing and filing discovery requests; preparing case summaries; and inputting information into file databases.

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LITIGATION ASSISTANT (OC) #60-372 (CONTINUED)

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the exam date, April 19, 2022; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

Any other outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SUBJECT OF WRITTEN EXAMINATION:

1. Advising and interacting with others – These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.
2. Preparing written material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. Understanding and interpreting written material – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.
4. Evaluating conclusions in light of known facts – These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.
5. Legal terminology, documents and forms – These questions test for the ability to recognize definitions of specific common legal terms or the term which fits a certain description. The questions are presented in various forms such as simple definitions, examples of terminology, and the use of this terminology within documents and forms related to the legal field.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, “Spell-checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, “Computers”, and any similar devices are prohibited.

STUDY GUIDE AVAILABLE: A Guide for the Written Test for **Legal Services** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

Date Issued: 12/22/2021