

PARALEGAL SPECIALIST I (MUNICIPAL LAW) (OC)
NYS #61-452 RC/EL #24005

Examination to be held **January 13, 2024**; Last filing date **December 5, 2023**

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/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, 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.

POSITION EXISTS IN: Rockland County Department of Law, Rockland County Department of Social Services, Rockland County Department of Consumer Protection/Weights & Measures, Town of Clarkstown and Town of Ramapo. Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

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

SALARY: The starting salary is \$31.71 per hour for a 35-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is para-professional legal work of a moderately complex nature involving responsibility for a wide variety of legal duties, including but not limited to research, preparation, review and verification of legal documents, designing and supervising the maintenance of a variety of legal materials, etc. The work differs from that of a Paralegal Specialist (Criminal Law) in the field of law in which the work is performed. The work is performed under the supervision of an attorney(s) or judge(s). Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: By examination date, you must have:

- a. Graduation from high school or possession of an equivalency diploma and two (2) years of experience as a paralegal specialist in any law office; or
- b. Graduation from high school or possession of an equivalency diploma and five (5) years of paid work experience involving municipal law, at least three (3) years of which involved work of a responsible and independent nature and which also included para-legal tasks; or
- c. Graduation from high school or possession of an equivalency diploma and seven (7) years of paid work experience in any law office, at least three (3) years of which involved work of a responsible and independent nature which also included para-legal tasks as a substantial part of such work; or
- d. Completion of at least two (2) years of law school; or
- e. Completion of a minimum of twenty-four (24) college credits in Paralegal Studies*; or
- f. Completion of an approved course of study for Paralegal Specialists; or
- g. Any equivalent combination of the above training and experience.

*Such required credits are to be in core courses required for a degree or certificate as a paralegal; they shall not include credits in elective courses if such courses are unrelated to paralegal studies.

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 at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date, February 5, 2024; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandgov.com/departments/personnel/guidelines-and-forms/>.

NOTE: Any 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.

SEE NEXT PAGE

PARALEGAL SPECIALIST I (MUNICIPAL LAW) (OC) #61-452 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. 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.
2. 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.
3. 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.
4. 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 ALLOWED FOR THIS EXAMINATION

TEST GUIDE: “A Guide to the Written Test for **Legal Services**” is available at the New York State Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <http://rocklandgov.com/departments/personnel/>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or RCEXAMS@co.rockland.ny.us.

Date Issued: 10/31/2023