

Order Number:

NY1558716

Date Job Order Received:

01/20/2026

Number of Openings:

1

Company Name:

Lewis County Civil Service

Job Title:

Paralegal

Minimum Experience Required:

3 Years

Job Description:

It is anticipated that Lewis County will have the following vacancy available: DATE: January 16, 2026 CLOSING: January 26, 2026 POSITION: Paralegal, Full-Time SALARY RANGE: \$45,000- \$56,939 annually MINIMUM QUALIFICATIONS: Either: A) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree or higher in legal studies or closely related field; or B) Graduation from a regionally accredited or New York State registered college or university with an associates degree in paralegal studies, legal secretarial science or closely related field and one year of experience in a law office or providing clerical support to an Attorney; or C) Graduation from high school and three years of experience in a law office or providing clerical support to an Attorney; or D) An equivalent combination of training and experience as defined by the limits in (A), (B), and (C) above. Note: Possession of a paralegal certificate issued by a regionally accredited or New York State registered institution, college, or university approved by the American Bar Association may be substituted for one year of experience. Additional Note: Successful completion of coursework in legal studies or closely related field at a regionally accredited or New York State registered college or university may be substituted for the required experience with three (3) semester credit hours of related coursework being equivalent to three (3) months of experience, up to one (1) year. This position will be filled in accordance with Civil Service Rules and Regulations. Applications and further information may be obtained from the Civil Service/Human Resources Office or online at lewiscountyny.gov, follow the employment link.

Job Location:

Lowville, New York 13367

Pay:

\$45000.00 - \$56939.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension, Life Insurance

Hours per Week:

37

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet or Phone

Phone: Smith, Caitlyn (315) 377-2049

Web-site: <https://www.governmentjobs.com/careers/lewiscountylewiscountycl>