

Robert P. Astorino
County Executive

Department of Correction

Kevin M. Cheverko
Commissioner

SENIOR LAW LIBRARY CLERK - CORRECTION

Job Group 8 Competitive Title

Salary range is from \$48,565.00 Starting Salary – thru \$60,535.00
Maximum reached in four additional steps.

Located in the Department of Correction – Valhalla: Under general supervision, the incumbent of this class is responsible for maintaining the operation of an electronic law library reference service in the correctional facilities of the Department of Correction. In accordance with established policies and procedures incumbents are responsible for implementing and maintaining an inmate law library program which primarily uses electronic resources. Incumbents obtain and distribute current electronic and hard copy legal reference materials and provide instruction in its use to pre-trial detainees and sentenced inmates. Supervision may be exercised over a small number of support staff, inmates assigned to the library, and/or volunteers. Does related work as required.

MINIMUM REQUIRED QUALIFICATIONS: Possession of a high school diploma or equivalency and four years of experience where the primary function of the position was providing legal research assistance to counsel or parties using computerized legal research systems.

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a Bachelor's degree may substituted on a year for year basis for up to three years of the above stated experience. Satisfactory completion of a course of study at an accredited paralegal school* may substitute for one year of the above stated experience. Satisfactory completion of 30 credits* leading to a Law Degree may substitute for one year of the above stated experience.

SPECIAL REQUIREMENT: At the time of appointment, candidates must possess a commission as a Notary Public, State of New York, qualified in Westchester County and maintain same while in the title.

NOTES: (1) The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment. Part-time experience will be prorated based on a 35 hour workweek.

(2) Volunteer experience may be considered, but must be equivalent to a 35 hour a week, full-time position. Experience gained as a paralegal, must be full-time paid experience.

ONLY EXPERIENCE GAINED AFTER ATTAINING THE MINIMUM EDUCATION LEVEL INDICATED IN THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED IN EVALUATING EXPERIENCE.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

Please submit an application - (XD10) and Resume to:

James Birrittella
Chief of Administration
PO Box 389
Valhalla NY 10595
JBIR@westchestergov.com