

PLEASE POST CONSPICUOUSLY

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DELAWARE COUNTY PERSONNEL OFFICE ANNOUNCES  
PROMOTIONAL EXAMINATION FOR

**PARALEGAL ASSISTANT  
EXAM #78757**

**DATE ISSUED**

November 17, 2011

**DATE OF EXAMINATION**

January 21, 2012

**LAST FILING DATE**

December 15, 2011

**EXAMINATION FEE:** A fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee **MUST** accompany your application and be received by the last filing date or you will not be approved to take the examination. Send your **CERTIFIED CHECK OR MONEY ORDER** payable to the Delaware County Personnel Office. Write the examination number(s) and your social security number on your check or money order. **\*\*\*\*PERSONAL CHECKS WILL NOT BE ACCEPTED.\*\*\*\***

**No refund of fees will be allowed whether or not you meet the minimum qualifications.** You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**LOCATION OF POSITIONS:** Delaware County Attorney, Delhi NY

**SALARY:** \$31834 - \$34418 (2011 salaries)

**DUTIES:** The work involves responsibility for providing assistance to an agency's professional legal staff and other staff members in areas of research, compiling and analyzing information, case preparation for presentation of case in a court or hearing, etc. The work is performed independently under the direct supervision of the agency's supervising attorney. Does related work as required.

**REQUIREMENTS TO TAKE THIS EXAMINATION:** Candidates for this examination are limited to employees with 24 months of permanent status immediately preceding the date of the written test as a Legal Secretary under the jurisdiction of the Delaware County Personnel Office.

**NOTE:** Unless otherwise specified, all required experience must be full-time paid or its part-time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required course work by the date of the examination, he/she may be approved conditionally to take an examination, pending verification of successful completion of all experience and training requirements.

**APPLICATION DEADLINE POLICY:** All applications along with application fees or proofs of waiver must be submitted to the Delaware County Personnel Department before the close of business on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received after the Application Deadline and are not received in the Personnel Department by the Application Deadline will not be accepted.

**NOTE:** Rating of seniority is based on the length of continuous permanent classified service in the jurisdiction, with points added to an Eligible's passing score for each appropriate five year period or fraction thereof in accordance with the following schedule: Less than 1 year..0 points; 1 to 6 years..1 point; Over 6 up to 11 years..2 points; Over 11 up to 16 years..3 points; Etc.

A guide "How to Take a Written Test" is available. Candidates who wish a copy of the Guide should call or write the Delaware County Personnel Office, One Courthouse Square Suite #2, Delhi, New York 13753 (607-746-2318) or access our web site at [www.co.delaware.ny.us](http://www.co.delaware.ny.us) click on departments and then personnel.

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. 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.

**2. Legal research:** These questions test for knowledge of legal reference materials. The questions cover such areas as understanding the meaning of legal citations or locating particular laws, subjects, or topics using an appropriate legal reference text or database.

**3. 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.

**4. 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.

**5. Understanding and interpreting legal material:** These questions test for the ability to read, interpret, and apply legal passages. You will be provided with brief reading selections based on or taken from legal text, each followed by one or more questions. All the information needed to answer the questions is contained in the reading selections. No prior knowledge of the subject is required. The subject matter of the selections may not be specific to the title(s) for which you are being tested. The purpose of these questions is only to test for the ability to read this type of material at this level of difficulty.

**NOTICE TO CANDIDATES:** You are permitted to use quiet, hand-held, solar/battery powered calculators. Calculators with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices **are prohibited**. You may not bring books or other reference materials.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

Applications for examination can be obtained from the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753. **A separate application must be filed for EACH examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered.** The Delaware County Personnel Office reserves the right to accept or to reject applications/fees submitted after the last announced filing date. The Delaware County Personnel Office is NOT responsible for lost or misdirected mail.

If you are unable to take this examination due to an emergency situation, and you wish an alternate test date, you **MUST** call the Delaware County Personnel Office, with your request, by noon of the Monday following the test date.

**\*\*\*Religious Accommodation\*\*\***Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under "Special Arrangements." We will make arrangements for you to take the test on a different date (usually the following Monday).

**\*\*\*Handicapped Persons:\*\*\***If special arrangements for testing are required, please indicate this on your application.

**\*\*\*Active Duty Military Personnel:\*\*\***Pursuant to Section 243b of the Military Law, applicants who are unable to take this examination on the regular exam date because of active military duty may be eligible to take a special military makeup exam. If you are on active military duty and unable to take this exam on the regularly scheduled exam date, please indicate this on your application. You will then be sent additional information regarding a military makeup exam.

**\*\*\*Veterans or Disabled Veterans:\*\*\*** Who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score. Effective January 1, 1998, the State Constitution was amended to permit a candidate **currently in the armed forces** to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It's the responsibility of the candidate to provide appropriate proof indicating the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**\*\*\*Children of Firefighters and Police Officers Killed in the Line of Duty\*\*\***In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**DELAWARE COUNTY IS AN EQUAL  
EMPLOYMENT OPPORTUNITY EMPLOYER**

**DELAWARE COUNTY PERSONNEL OFFICE  
TEDDIE STOREY, PERSONNEL OFFICER**