

# MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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## VACANCY ANNOUNCEMENT

### FAMILY COURT ASSISTANT

(*COUNTY APPLICATION REQUIRED*- Go to: <https://madison-portal.mycivilservice.com/> )

**2024 Hiring Salary:** \$49,575/yr. (37.5 hours/week).

Madison County seeks a full-time Family Court Assistant to handle the administrative and scheduling matters for Family Court assignments in the Madison County Office of Assigned Counsel. The incumbent coordinates and assigns pre-petition Family Court cases to attorneys after on call attorneys submit relevant documents. The incumbent also creates and stores documents for all Family Court assignments in a database and tracks relevant case metrics. The work is performed under the direct supervision of the Assigned Counsel Administrator with leeway allowed for the exercise of independent judgment. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of an Associate's degree, or higher, and one (1) year of full-time paid clerical experience working in a legal office and/or court system, or its part-time equivalent, which shall have involved typing; OR
- B. Graduation from high school or possession of an equivalency diploma and three (3) years of full-time paid clerical experience working in a legal office and/or court system, or its part-time equivalent, which shall have involved typing; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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