



## WARREN COUNTY VACANCY NOTICE

### Legal Assistant – Real Estate

The Warren County Attorney is accepting applications for the position of **Legal Assistant – Real Estate**.

**Salary:**

\$40,000-\$50,000 per year plus benefits

**Position Duties:**

The Legal Assistant – Real Estate position is full time and under the direct supervision of the County Attorney. The successful candidate must be able to perform complex title searches and title search abstracting, as well as verification, preparation, submission and monitoring data required in foreclosure proceedings and tax foreclosure documents. In addition, the individual will create and maintain a database of owners and interested parties of tax delinquent properties and track bankruptcies and other situations, which may be of interest to the County. This position will also be expected to engage in general legal assistant duties, as requested.

**Minimum Qualifications:**

Candidates must be a high school graduate or in possession of a high school equivalency diploma, and either

- A.) Associates Degree in Paralegal studies or a closely related field and two (2) years of experience performing real estate title searches; OR
- B.) Four (4) years of experience performing real estate title searches; OR
- C.) An equivalent combination of training and experience as defined in A or B above.

**Residency:**

Applicants must be a resident of Warren County or contiguous counties (Essex, Hamilton, Saratoga and Washington) at the time of appointment.

Position will be filled based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

### TO APPLY

To apply, please submit a cover letter, resume, completed county application form (can be found on the Warren County website at <http://www.co.warren.ny.us/civilservice/app.pdf>) and provide two (2) letters of reference relevant to work history and experience to:

Mary Elizabeth Kissane, County Attorney  
Warren County Municipal Center  
1340 State Rte. 9  
Lake George, New York 12845 or via email at: [kissanem@warrencountyny.gov](mailto:kissanem@warrencountyny.gov)

Application deadline is October 25, 2018; 5:00 P.M.

Warren County is an Equal Opportunity Employer