

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Paraprofessionals  
Adopted: 12/11/13

## **PARALEGAL ASSISTANT II**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is paralegal work of a complex nature, involving performance of a variety of paralegal duties in a county department or other local municipal office. The incumbent is responsible for performing tasks, that while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedures and research techniques, to facilitate the preparation and checking of legal documents and matters for litigation. Depending upon the department or municipality involved, the incumbent's specific duties may vary within the broad framework of paralegal skills. This position differs from Paralegal Assistant in the complexity of duties performed and in the degree of responsibility. Work is performed under general supervision in accordance with the specific policies and objectives of the department or office that assigns the work and projects. Supervision may be exercised over the work of Paralegal Assistants and/or others depending on the assignment. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES** (Illustrative Only)

Researches law, and analyzes law sources such as statutes, recorded judicial decisions, legal articles, etc.;

Prepares legal documents such as briefs, pleadings, appeals, notices, contracts, deeds, tax foreclosures, closing papers, and binders, tax sales, etc. for review, approval, and use;

Incorporates legal references and includes an analysis of precedents involved in relation to the case of matter under discussion;

Searches legal reference files and other sources for information and data required by the Attorney concerned in conducting interviews and answering correspondence;

Prepares and types petitions, condemnation proceedings, affidavits, renewal contracts and legal notices for a department or municipality;

Reviews juvenile delinquency petitions received from the County Probation Department and makes necessary follow-up with complaining agencies;

Arranges for appointments and execution of juvenile delinquency petitions;

Prepares resolutions and local law draft for review and passage by the legislative body;

Assembles exhibits, affidavits, legal documents, etc., for the use of attorneys in the preparation for trial of cases, and collects any additional information which is needed;

Prepares supporting depositions and affidavits based on statement taken from petitioners and witnesses;

Assists with preparation of standardized forms concerning extradition, return of bail and other proceedings ancillary to prosecution of criminal cases;

Verifies citations in briefs, memos and opinions, rechecks the accuracy of cites cases;

Assists in the preparation of cases by identifying and interviewing prosecution witnesses, police officers, victims, and coroners, and takes appropriate steps to insure that priority is given to cases in local courts and Grand Jury motions and trials;

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**TYPICAL WORK ACTIVITIES:** continued

Maintains close contact with local and State Police agencies, Probation, and Sheriff's Office to insure complete communication and coordination of information on cases;

Composes and prepares correspondences applying a knowledge of department operations and regulations;

Prepares bid contracts for purchase of supplies and materials;

Prepares proposed juvenile delinquency program proposals with assistance of staff attorneys;

Prepares drafts of motions and responses to motions, takes complaints, determines status of cases and responds to inquiries;

Informs Department of court decisions and returns files to the appropriate unit;

Assists in the preparation for hearings and trials by coordinating conferences, appointment times for witnesses, gathering of evidence, interviewing witness, issuing subpoenas; etc.;

Analyzes and promulgates procedures and methods of presentation to be used by State Policy, Sheriff's Office, Village, Town and City Policy Departments concerning Juvenile Delinquency Petitions and PINS Petitions and to thoroughly coordinate all such activities between such staffs and the County Attorney's office and the Family Court;

May coordinate and monitor juvenile delinquent services for the county including integration with state programs and representatives;

May file pleadings with court clerk;

May act as law librarian, keeping and monitoring legal volumes and ensuring legal volumes are up-to-date.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the methods and techniques of legal research; good knowledge of legal instruments and documents; good knowledge of legal terminology; good knowledge of police routines and court routines and procedures; ability to conduct legal research; ability to verbally express facts in a concise manner; ability to follow complex oral and written instructions; ability to read and analyze legal materials, including court cases and opinions; ability to prepare legal documents appropriate to a municipal law office; ability to deal with highly confidential and sensitive cases and material; ability to plan and supervise the work of others, if a component of the position; initiative; resourcefulness; good judgment.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in paralegal studies **AND** three (3) years of experience as a paralegal assistant, legal secretary or closely related work in a law office which shall have involved drafting motions, contracts, and doing legal research; **OR**
- (B) Possession of a Certificate in Paralegal Studies\* from a program accredited by the New York State Education Department **AND** three (3) years of experience as a paralegal assistant, legal secretary or closely related work in a law office which shall have involved drafting motions, contracts, and doing legal research; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience as a paralegal assistant, legal secretary or closely related work in a law office which shall have involved drafting motions, contracts, and doing legal research.

**NOTE:** Verifiable part-time experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.

**\*Substitution:** Completion of one (1) year of law school from a regionally accredited or New York State registered college or university may be substituted for a Certificate in Paralegal Studies.

Adopted: 12/11/13