

Jurisdictional Class: Competitive
EEO Category: Paraprofessionals
Revised: 05/11/2021

PARALEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing paralegal duties in a county department or other local municipal office. The incumbent works under the supervision of attorneys who assign work and projects. The incumbent is responsible for performing a variety of 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. Supervision may be exercised over the work of others depending on assignment. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists with preparation of rough drafts of briefs and various legal documents as assigned and prepares digests of selected decisions and opinions;
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 pleadings, affidavits, motions, contracts, various legal documents, and legal notices for a department or municipality;
Reviews matters referred for possible legal action and makes necessary follow-up with complaining involved or interested parties;
Arranges for appointments and execution of legal documents;
Prepares resolutions and local law drafts 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 needed;
Prepares supporting depositions and affidavits based on statement taken from petitioners and witnesses;
Assists with preparation of standardized forms required by the department;
Verifies citations in briefs, memos and opinions, rechecks the accuracy of cites cases;
Assists in the preparation of cases by identifying and interviewing parties, interested parties and witnesses, and takes appropriate steps to prioritize assigned work;
Maintains close contact with parties, interested parties and witnesses to ensure complete communication and coordination of all cases;
Composes and prepares correspondences applying a knowledge of department operations and regulations;
Prepares invitations to bid and requests for proposals for purchase of services, professional services, supplies and materials;
Prepares proposed program proposals with assistance of staff attorneys;
Informs Department of court decisions and returns files to the appropriate unit;
May coordinate and monitor services provided to the county, including integration with state programs and representatives;

continued...

TYPICAL WORK ACTIVITIES (cont'd):

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 to thoroughly coordinate activities between the department, parties, interested parties and the courts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of legal documents, procedures and municipal law office routine; good communication skills, particularly in writing clearly and effectively; ability to read and analyze legal materials, including court cases and opinions; ability to perform accurate legal research; ability to prepare legal documents appropriate to a municipal law office; ability to deal with highly confidential and sensitive cases and material; ability to assist legal staff by performing a variety of routine legal duties; ability to understand and carry out complex written and oral instructions; ability to plan and supervise the work of others, if a component of the position; good knowledge of police routines and court routines and procedures, and ability to coordinate same and adopt procedures to facilitate Juvenile Delinquent and PINS cases.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Paralegal Studies; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two (2) years of experience providing clerical support to an attorney; **OR**
- (D) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience* providing clerical support to an attorney.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

*Substitution - Possession of a Certificate in Paralegal Studies from a program accredited by the New York State Education Department may be substituted for four (4) years of experience required in (C) above.

Adopted: 02/09/1982

Revised: 12/06/1985; 05/11/1993; 07/05/1995; 08/09/2001; 09/09/2004;
01/15/2020; 05/11/2021