

PARALEGAL

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs various paralegal tasks in support of attorneys and/or investigators, including research and preparation of legal documents and litigation cases. Responsibilities may include extensive inter-office and public contact. This class differs from the Program Specialist (Trial Assistant) in that incumbents in the higher level title handle more complex cases and interview witnesses. Supervision is not normally a responsibility of this class. Work is performed in an automated systems environment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists attorneys and/or investigators by compiling and drafting legal documents and supportive data to relieve them of routine tasks and to prepare for court appearances and assist with motion practice;

Assists in the preparation and maintenance of reports required by federal, state and county agencies by getting documents signed and delivered to appropriate agencies by scheduled deadlines;

Assists in the preparation for trial and attends/assists as needed;

Compiles, redacts, and sends discovery materials to appropriate parties;

Secures, listens to and transcribes interviews, phone calls, etc. in support of Department proceedings;

Represents the Department by serving legal papers to private citizens and public institutions and files court petitions to ensure that requirements are met in a timely fashion;

Assists legal staff with research, review and analysis of contracts and other legal documents to ensure that contracts and legal documents are completed in accordance with Department standards;

Enters legal case data on automated systems to ensure that accurate information is preserved and available for later use;

Participates in the development and implementation of research projects and procedures by providing technical assistance to department staff;

Communicates with other departments and agencies to gather information and appropriate documentation;

Coordinates petition procedures between Courts and other County Departments in order to meet deadlines;

Maintains law files and updates law library to systemize information for easy retrieval;

Compiles information on pending litigation to provide verification for financial audits;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Delivers documents to other County departments;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

When assigned to the Department of Public Safety:

Compiles and catalogs daily intake, arrest, case and summons records, documents and associated audio/video material to facilitate future retrieval and reference;

Collects and compiles required case information to be provided to the District Attorney's Office;

Assist in the editing and redaction of data, images and audio for the purpose of providing required materials to the DA and case attorneys;

Works within the Department of Public Safety's records management system, network files, and external applications used by Public Safety and the District Attorney's Office to deliver discovery materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of legal terminology; knowledge of administrative practices and procedures; ability to gather, assemble and analyze information; ability to understand and carry out oral and written instructions; ability to organize material concisely in writing and orally; ability to maintain effective working relationships; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; tact; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) an Associate's Degree* in paralegal studies; or (b) satisfactory completion of 60 credits* and two years of paralegal experience which must have included review and analysis of contracts and/or assisting in the drafting of legal documents; or (c) Bachelor's Degree* and completion of one year of law school; or (d) satisfactory completion of a course in paralegal studies at a school approved by the American Bar Association.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C2635
Job Group: VIII