

PARALEGAL

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing various paralegal tasks in support of a jurisdiction's legal department or the municipal attorney, including research and preparation of legal documents and litigation cases. Responsibilities may include extensive inter-office and public contact. Supervision is not normally a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists attorneys by compiling and drafting legal documents and supportive data to relieve them of routine tasks and to prepare for court appearances;

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

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

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

Assists attorney in performing legal research for preparation of briefs and legal opinions;

Provides general clerical support services to enhance the operation of the legal department office;

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

May enter legal case data into an automated system to ensure that accurate information is preserved and available for later use;

May maintain law files and updates law library to systemize information for easy retrieval.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of administrative practices and procedures; good knowledge of legal terminology; 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 effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; tact; good judgement; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) an Associate's Degree* or Bachelor's degree* in Legal Studies / Paralegal or a related field or (b) possession of a certificate from a paralegal studies program accredited by the Standing Committee on Legal Assistants of 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 Department of Education as a post-secondary, degree-granting institution.