

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. Does 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 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;
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;

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TYPICAL WORK ACTIVITIES: Cont'd

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;

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

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.

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 two year college or university with an Associate's Degree in paralegal studies; **OR**
- (B) Possession of a *Certificate in Paralegal Studies from a program accredited by the New York State Education Department; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical experience in a law office which shall have involved drafting motions, contracts, and doing legal research.

NOTE: Verifiable part-time experience 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.