

PARALEGAL

DISTINGUISHING FEATURES OF THE CLASS: This is para-professional legal work of a moderately complex nature involving responsibility for a wide variety of legal duties, including but not limited to preparation, review and verification, and presentation of legal documents concerning estate claims, liens, proceedings and other legal matters, interviewing and negotiating with concerned parties, developing evidence, representing the department at hearings and assisting attorneys. The work is performed under the direct supervision of Deputy or Assistant County Attorneys. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares or serves standardized legal documents such as subpoenas and affidavits of service;
Performs legal research in civil law for attorneys;
Writes routine resolutions and correspondence for attorneys' signatures, etc.;

Prepares, revises and processes contracts, memoranda, requests to Board of Acquisition and Contracts, and correspondence related to contracts, and compiles necessary information and documentation for new contracts;

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

Assists in drafting petitions in Children's Services and Adult Services cases and in the preparation of hearings and trials by coordinating conferences, interviewing and arranging for interviews with witnesses, gathering evidence, issuing or serving subpoenas;

Prepares and presents summary statements and represents the County at fair hearings;

Corresponds and meets with applicants, recipients, and department personnel regarding liens, mortgages, claims, and contracts for recovery of assistance payments, and prepares files and serves liens, mortgages, contracts and claims;

Supervises the indexing and cross-referencing of legal materials (e.g., local laws, resolutions, etc.) and the development and maintenance of legal files;

Researches deceased aid recipients' and their families' resources in order to establish claims for assistance reimbursement;

Prepares for and conducts small estate proceedings and estate proceedings including preparing documents, setting up estate accounts, gathering funds and assets and closing documents;

Prepares and presents notices of claims and liens to representatives of estates and assists in proceedings for enforcement of such claims and liens;

Assists in proceedings for enforcement of estate claims and liens;

Reviews and prepares confidential documents in response to court orders, subpoenas and other records request.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of legal documents, procedures and municipal law

office routine;
Working knowledge of estates law and procedures;
Working knowledge of public records and procedures concerning estates law and procedures;
Good communication skills, particularly in writing, concisely and effectively;
Ability to read and analyze moderately complex material;
Ability to perform accurate legal research;
Ability to use data base programs and word processing programs;
Ability to input data accurately and to type accurately;
Ability to prepare legal documents appropriate to a municipal law office;
Ability to assist attorney by performing a variety of routine legal duties;
Ability to understand and carry out complex written and oral instructions;
Ability to communicate orally and effectively with co-workers and the general public.

MINIMUM QUALIFICATIONS:

- (A) Possession of a Bachelor's degree* and possession of a Paralegal certificate* from a regionally accredited or New York State registered institution approved by the American Bar Association; **OR**
- (B) Possession of an Associate's Degree* in Paralegal Studies or related field and two (2) years of experience as a Paralegal or legal secretary; **OR**
- (C) Possession of an Associate's Degree* and three (3) years of clerical experience involving regular exposure to civil law, court procedures, and/or legal documents as a primary function of the job; **OR**
- (D) An equivalent combination of training and experience as indicated in (A), (B), and (C) above.

Note: *Possession of a Juris Doctor (JD) can be substituted for the Paralegal certificate.

*Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.