

PARALEGAL

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing paralegal duties and supporting research geared toward the preparation of legal documents and matters for litigation. Specific duties will vary within the broad framework of paralegal skills. The work is performed under the supervision of the department's attorneys.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Organizes material and information for pleadings, orders, petitions, motion papers, and other legal documents;
- Conducts routine correspondence on matters where policies and procedures have been defined;
- Processes, indexes, sorts records and maintains files necessary for the operation of the office;
- Prepares petitions, court orders, and other legal documents required for Court calendar and arranges for scheduling of cases;
- Obtains legal reference material and conducts legal and factual research under supervision of an attorney;
- May appear in court with the department's attorneys;
- May meet with staff to obtain information regarding matters before the Court to determine what evidence, witness or materials would be required to continue processing of the case;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of general legal principles, practices and procedures. General knowledge of service of process, business corporation law, foreclosures, and/or estate administration will receive strong consideration;
- Good knowledge of modern office terminology, procedures, equipment and business English;
- Working knowledge of the functions and procedures of Courts;
- Ability to communicate effectively both orally and in writing;
- Ability to efficiently gather facts through investigation and interviews;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;
- Tact and courtesy;
- Good judgement;
- Integrity;
- Initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with 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. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Paralegal Studies and two (2) years of experience as a Paralegal or legal secretary; **OR**
- C. Possession of a Paralegal certificate from a regionally accredited or New York State registered institution approved by the American Bar Association and three (3) years of experience as a Paralegal or legal secretary; **OR**
- D. 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; **OR**
- E. Any equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

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