

PARALEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of secretarial functions and legal clerical tasks designed to assist an attorney(s) in a legal division or department. An employee in this class prepares and types confidential legal documents including briefs, petitions, motions, orders, opinions, notices, and other legal correspondence. The work is performed in accordance with general instructions regarding objectives, policies, and procedures. The work is performed independently under the direct supervision of the agency's supervising Attorney. A Paralegal Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares and types general and legal correspondence, briefs, petitions, statements, reports, and various other legal documents;
- Maintains confidential, litigation, and general office files;
- Proofreads completed work to ensure quality and accuracy;
- Answers telephone calls, takes messages and responds to requests for routine information in accordance with departmental procedures;
- Schedules meetings, hearings, and court dates for attorneys and maintains appointment calendar;
- Acts as receptionist for attorney, greeting visitors and scheduling appointments;
- Appears and presents information at administrative hearings;
- Prepares routine legal forms, contracts, appeals and memos;
- Research legal and non-legal issues for attorneys;
- Performs related clerical duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of legal research procedures, resources and terminology; Good knowledge of legal instruments and documents; Good knowledge of Social Services Law, Rules and Regulations and programs; Working knowledge of court and administrative hearing procedures; Working knowledge of programs such as Workers' Compensation, Social Security, Unemployment, etc.; Ability to interpret statutory and administrative laws, regulations and court decisions; Ability to set forth positions clearly and concisely in oral and written form; Ability to prepare effective correspondence; Ability to deal tactfully and effectively with State and Local officials, Department staff, clients and their representatives, and the general public; Ability to work without direct supervision; Initiative; Sound judgment; Physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and five years' experience as a Paralegal Assistant, Legal Assistant, or Legal Secretary in a law office; or
- B. Possession of an Associate's degree or higher in Paralegal studies or a closely related field and two years of experience in a law office

NOTE: 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 10/26/15

Revised: 6/24/25