

PARALEGAL

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing paralegal duties for the Office of the County Attorney. The incumbent works under the general supervision of attorneys who assign work and projects. The incumbent is responsible for performing a variety of tasks that while not requiring an attorney, nevertheless, entail the application of legal procedures and research techniques to facilitate the preparation of legal documents. The incumbent's specific duties will vary within the broad framework of paralegal skills. A Paralegal does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists with preparation of drafts of briefs and a variety of 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 or matter under discussion;
- Searches legal reference files and other sources for information and data required by an attorney in conducting interviews and answering correspondence;
- 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;
- Performs legal research in municipal law for attorneys;
- Writes routine resolutions and correspondence for attorney's signature, etc.;
- Prepares and revises contracts and compiles necessary information and documentation for new contracts;
- Verifies citations in briefs, memos and opinions, rechecks the accuracy of cited cases;
- Notes and coordinates the maintenance of Office Law Library and various materials for office use and orders required materials;
- Conducts title searches in the County Clerk's Office;
- Prepares drafts of motions and responses to motions, takes complaints, determines status of cases and responds to inquiries;
- May present cases before hearing officer or administrative agencies;
- Prepares and follows up on summonses;
- Conducts investigations;
- May provide testimony regarding litigation;
- Coordinates filing of local laws with Secretary of State and Department of Audit and Control;
- Assists in bonding requirements and procedures;
- Handles telephone inquiries regarding legal questions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Federal and State reporting systems, law digests, legal encyclopedias, legal citations; good knowledge of State, Federal and Municipal laws; ability to gather information and draft legal documents; ability to understand and carry out oral and written instructions; ability to articulate clearly and logically both in writing and orally; ability to work well with others; ability to maintain confidentiality; initiative; tact; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A. Successful completion of 27 semester credit hours in paralegal studies or law at a regionally accredited or New York State registered college or university;

OR

B. Possession of a Certificate awarded for completion of a course in paralegal studies approved by the American Bar Association;

OR

C. Two years of experience which shall have involved researching and drafting memorandums of law, motions or pleadings, or similar legal papers along with case preparation for litigation before a court of law or administrative agencies.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 11/18/87

Revised: 7/17/90

paralega