

Jurisdictional Class: Competitive  
Adopted: November 25, 1992  
Revised: June 11, 2010

**PARALEGAL**

**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 assignments. The incumbent 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;  
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 statements 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 cited 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 Department to insure complete communication and coordination of information on cases;  
Composes and prepares correspondence applying knowledge of department operations and regulations;  
Records court dates and makes sure case files are complete and all court related documents have been accounted for;  
Reviews records of delinquent support accounts and does follow up to locate individuals;  
Obtains voluntary agreements for support payments;  
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;  
Makes referrals for appropriate legal action in child support matters to establish accounts and compiles required information to agencies when accounts are uncollectible;

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Interviews to determine the feasibility of pursuing court action to establish paternity;  
Assists in the preparation for hearings and trials by coordinating conferences, appointment times for witnesses, gathering of evidence, interviewing witnesses, issuing subpoenas; etc;  
Appears in court in those cases that do not warrant the presence of an attorney;  
Operates typewriter, word processor, computing, calculating, copying, and other office machines.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of legal documents, procedures, and municipal law office routine;  
Good communications 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 complete written and oral instructions.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's Degree in Paralegal Studies; or
- (b) Graduation from a regionally accredited or New York State registered four (4) year college or university 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
- (c) Graduation from high school or possession of an equivalency diploma and four (4) years of clerical experience in a law office which shall have involved drafting motions and contracts and doing legal research; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.