

SENIOR LEGAL ASSISTANT

Code No.: 3-10-035
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level paraprofessional position responsible for operation of a functional unit. The employee may be responsible for representing the County at administrative hearings in matters dealing with the issuance of public assistance benefits or other legal proceedings. Direct supervision may be exercised over a staff of Legal Assistants and clerical support personnel. General supervision is received from an administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in more difficult aspects of cases (e.g. determining legal strategy and interpreting regulations);

Negotiates agreements with respondents on support matters, prior to hearing date and during proceedings;

Reviews reports, petitions, orders and other legal documents;

Communicates with various agencies responsible for reciprocal support functions;

Develops and implements policies and procedures for unit to which assigned;

Collects evidence and data from case records and other sources necessary to prepare a case for hearing;

Prepares the County's case for presentation;

Represents County at administrative hearings, (introduce documents, verbally present case, examine witnesses and answer clients and judge's questions);

Completes summaries of each case presented, the client's defense and disposition;

Maintains accurate records necessary for follow-up procedures on each case;

Informs appropriate personnel of any further action necessary after disposition of each case;

Researches new law, prior and new decisions;

Prepares statistical and other reports as requested by administration.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of New York State Rules and Regulations pertaining to the issuance of public assistance benefits; good knowledge of New York State Social Service Law; good knowledge of New York State Food Stamp Manual; good knowledge of legal research tools and techniques; ability to communicate well both orally and in writing; ability to

maintain confidentiality; ability to assist others with more difficult aspects of their work; ability to interpret rules and regulations; ability to collect data from various resources and prepare a viable case for presentation; ability to present cases at administrative hearings, courtesy; good judgment; tact; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Five (5) years of full-time paid or its part-time or volunteer equivalent experience in preparation and review of legal documents, conduct of legal proceedings* or legal research; OR,
- (B) Graduation from a recognized Paralegal Institute, plus two (2) years experience as defined in (A); OR,
- (C) Completion of a least one (1) year of post graduate education in law, plus two (2) years of experience as defined in (A); OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years of experience as defined in (A); OR,
- (E) Graduation from a recognized law school.

*NOTE: Conduct of legal proceedings includes preparation and presentation of information for Part I review.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: October 24, 1985
REVISED: January 28, 1988
REVISED: October 27, 1988