

PARALEGAL

Code No: 4-10-025
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position responsible for assisting attorneys by performing substantive legal work requiring knowledge of legal concepts. Duties vary depending on work environments and locations but the essential duties of performing research, organizing information and preparing legal arguments remain consistent. This position does not represent clients, sign documents as a legal representative, or advise clients but deals extensively with criminal law, civil law, insurance, family law, contract law or other specialty. Work involves access to confidential and/or privileged information. The employee reports directly to, and works under the general supervision of a Senior Paralegal, an attorney or higher-level staff member. 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.)

Answers calendar call in courts;

Monitors cases on court calendars;

Reviews case matters to determine course of action;

Assists attorneys in the preparation of pre-sentence memoranda when an "alternative sentence" would be appropriate;

Refers cases to proper bureaus and recommends appropriate legal action (e.g. strength of case, bail amount, plea outline, etc.);

During pendency of cases, prepares legal responses to motions (e.g. motions for discovery, bills of particular, etc.) for review by assigned attorney;

Conducts preliminary preparation for cases requiring preliminary hearings to determine if enough evidence exists (e.g. calls witnesses, gathers information);

Periodically reviews availability of victims, witnesses, law enforcement personnel etc. for cases during pendency;

Prepares client, victim and/or witness statements (interviews, reviews evidence with attorney, etc.);

Drafts contracts, agreements, depositions, and other relative documents;

Monitors government regulations pertaining to cases and relevant legal work;

Assists attorneys in courtrooms by organizing documents and making them easily accessible;

Conducts legal research on various points of law;

Notifies attorney of related cases pending in other courts;

Maintains schedules for attorneys including hearings and motions;

Meets regularly with attorneys to discuss status of cases.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good

knowledge of legal instruments and forms; working knowledge of legal research, tools and techniques; working knowledge of laws and legal procedures associated with the agency to which the employee is assigned; ability to communicate orally and in writing; ability to maintain confidentiality; ability to review cases and recommend appropriate action; ability to conduct legal research; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; PLUS,

- (A) Graduation from a regionally accredited or New York State registered college with an Associate's degree plus six (6) months of paid full-time or its part-time equivalent experience in paralegal or legal assistant work; OR,
- (B) Satisfactory completion of a regionally accredited paralegal training and instructional program and possession of a certificate of completion; OR,
- (C) Graduation from a regionally accredited or New York State registered college with an Associate's degree in Paralegal Studies; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Candidates qualifying under (B) must submit a copy of their certificate of completion at the time of application.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: January 8, 1987

REVISED: July 6, 2000

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