

SENIOR PARALEGAL

Code No.: 3-10-059
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior paraprofessional position responsible for the independent review, research and preparation of legal documents, preliminary case screening and assignment, and acting as liaison between the employer and agencies. This position differs from a Paralegal by virtue of overseeing a functional unit or supervising Paralegals or other legal staff and representing the employer at administrative or other high-level hearings. The employee will have access to confidential and/or privileged information. The employee reports directly to, and works under the general supervision of an attorney or other higher level staff member. General supervision may be exercised over Paralegals and other staff. 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.)

Reviews and drafts memoranda, answers to complaints, demands for bills of particulars, demands for various other discovery, various motions, orders, subpoenas, etc;

Assists legal counsel in the preparation, research, and trial of legal actions;

Represents employer at administrative or other high-level hearings;

Conducts field investigations;

Meets with clients about the nature of the charges and obtains from the client his/her privileged statement regarding the allegations contained in the accusatory instrument;

Reviews contracts and other legal documents for completeness and accuracy;

Recommends appropriate legal action to be taken from the examination of legal documents on files;

Follows through on court or administrative decisions to ensure that the proper action is being taken;

Appears in court to answer calendar;

Reviews unfavorable administrative decisions to ascertain whether a case should be appealed;

Gathers information from clients as needed by attorneys;

Acts as liaison between the employer and other departments and outside agencies;

Develops processes within their functional area;

Interviews witnesses;

Compiles statistical reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of legal instruments and forms; good knowledge of legal research tools and techniques; good knowledge of laws and legal procedures associated with the agency to which the employee is assigned; good knowledge of supervisory practices; ability to communicate orally and in

writing; ability to maintain confidentiality; ability to assist legal counsel in case preparation; ability to interpret rules and regulations; ability to collect data from various sources and prepare a viable case for presentation; ability to present cases at administrative hearings; 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 or university with an Associate's degree, plus two (2) years paid full-time or its part-time equivalent experience in paralegal or legal assistant work; OR,
- (B) Satisfactory completion of an accredited paralegal training and instructional program and possession of a certificate of completion, plus one (1) year paid full-time or its part-time equivalent experience in paralegal or legal assistant work; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Paralegal Studies, plus one (1) year paid full-time or its part-time equivalent experience in paralegal or legal assistant work; OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

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: February 27, 1986
REVISED: November 17, 1988
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