

**PARALEGAL**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class performs para-professional legal work of substantive nature within a law office. The work duties involve paraprofessional and administrative tasks, including delegated legal work, related to the delivery of legal services. This position allows for the incumbent to use independent judgment in carrying out the details of work, while under the supervision of an attorney or attorneys. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Reviews legal files for appropriate estate recovery action;  
Prepares necessary small estate affidavits, probate petitions, creditor affidavits and other necessary legal documents;  
Conducts legal and general research including real property title searches and document searches in various courts and clerk's offices;  
Reviews deeds and other real property legal documents and court documents to determine appropriate course of action with respect to liens, recoveries and assignments of assets;  
Assists with departmental trials and administrative hearings, including pre-trial preparation, research, witness preparation, assistance in court with organization or pleadings, exhibits, and relevant research, review of testimony, and research of legal issues;  
Assists in post-trial preparation such as review of decision for necessary departmental action and review of proposed court orders for accuracy and assistance with appeals, including drafting of necessary motions for review and legal research;  
Complete primary research, compiling & analyzing a variety of information as well as preparing briefs and memoranda on legal issues for attorney review, reviews inter-departmental referrals to the Legal Division and recommends appropriate action to attorney;  
Conducts legal research utilizing electronic and web-based applications, analyzes statutes, case law, administrative regulations and directives, and court decisions as they impact upon departmental practices, evaluating data;  
Works independently developing assigned cases or files to the point of final review by attorney and maintains assigned caseload for appropriate follow-up;  
Drafts court documents and correspondence for attorney review and signature;  
Files legal documents and correspondence and reviews documents filed with the courts;  
Acts as liaison with clients, caseworkers, other agencies including the courts;  
Responds to inquiries for information and researches issues presented by other agency personnel.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of legal documents, legal procedures and County law office routine; ability to read and analyze fairly complicated material; ability to perform accurate legal research; ability to prepare legal documents appropriate to a law office; ability to assist an attorney by performing a variety of legal duties; ability to understand and carry out complex written and oral instructions; ability to communicate both orally and in writing; ability to use a personal computer and software related to legal process; familiarity with court system; confidentiality; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Legal Studies, Paralegal, Paralegal Studies, Political Science or Criminal Justice and two (2) years of work experience as a Paralegal, Legal Assistant or as a clerical assistant to an Attorney.; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Legal Studies, Paralegal, Paralegal Studies, Political Science or Criminal Justice or an equivalent Certificate of Completion in Paralegal or Paralegal Studies, and four (4) years of work experience as a Paralegal, Legal Assistant or as a clerical assistant to an Attorney.

**Note:** A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Clerical assistance to an Attorney must have involved preparation of legal documents and direct assistance with legal process as a primary work activity.

Revised 8/30/2022  
Revised 7/9/2024 to remove JD Quals.  
Revised 11/12/2024