

## LEGAL AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible work performed independently in a legal office of an Ulster County Department. The incumbent performs a major portion of the administrative and secretarial duties, and may also supervise subordinate staff. General supervision is received from staff attorneys and administrative staff. General supervision may be exercised over a variety of subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs general legal support services to enhance the operation of the legal division of assignment;

Performs administrative support services to enhance the operation of the office;

Produces legal correspondence and documents on word processing equipment, and proofreads completed work to ensure appropriate legal format, quality, and accuracy;

Compiles drafts of memos, correspondence, forms and reports as needed;

Prioritizes, diaries and distributes all correspondence and memos either in writing or by telephone;

May personally respond to some questions or correspondence;

Maintains case dockets and files;

Rearranges and reassigns cases to ensure that attorneys are present at all required court appearances, conferences and meetings, and generally coordinates attorney's schedules;

Assists departmental, court system, outside agency and/or private sector persons with inquiries;

Coordinates activities of division staff with those of other divisions to ensure timely completion of work activities on legal issues crossing divisional responsibility;

Confers with attorneys to ensure actions are completed in a timely manner;

Reviews and approves/ disapproves vouchers for outside services;

Answers telephone calls, takes messages and responds to requests for routine information in accordance with departmental procedures;

May maintain payroll and personnel records;

May serve as notary and notarize or serve as witness in the notarizing of legal documents.

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

Good knowledge of law office practices, legal forms, and legal terminology; good knowledge of office procedures and equipment; good knowledge of business arithmetic, grammar, spelling and legal formatting; good organizational abilities; ability to handle administrative details independently; ability to supervise the work of others; ability to prepare written material; ability to understand and carry out difficult oral and written directions; ability to maintain confidentiality; initiative; resourcefulness; tact; courtesy; 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 an Associate's, or higher level degree, in Business Administration, Public Administration, or a substantially similar field, and three (3) years of full-time paid secretarial experience in a law office or similar setting; **OR**
- B. Graduation from high school, or possession of a high school equivalency diploma and five (5) years of full-time paid experience as described above; **OR**
- C. An equivalent combination of the training and experience as indicated in A and B above.

Note: Paid, part-time work experience will be considered on a pro-rated basis.

ULSTER COUNTY  
3930 LEGAL AIDE  
Classification: Competitive  
Grade: 11  
Union: CSEA

Adopted: January 26, 1990  
Revised: December 30, 1999  
Revised: December 17, 2014