

PARALEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional support position in an assigned Ulster County Department involving technical legal work requiring specific knowledge of the law and legal procedures, but not a license to practice law. The employee provides assistance with legal research and documentation requiring a high degree of accuracy and confidentiality to professional legal staff and other staff members. The work involves primary research, compiling and analyzing information, case preparation, and assisting in preparing the details involved with presenting a case in a court or administrative hearing. The work is performed under the general supervision of the agency's attorneys and the administrative direction of the agency's Department Head, with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over a small clerical staff. 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 a range of legal research into statutory and case law, administrative rules, regulations, and policies to assist Attorneys, supervisors, and other staff members to prepare legal counsel and on-going client actions;

Reviews records and interviews agency staff and others to obtain background and evidentiary information in preparation for legal actions and court hearings;

Prepares and reviews a variety of legal documents for completeness, accuracy, and proper legal format;

Compiles and analyzes information gathered and prepares appropriate documentation in support of legal actions;

Assists in the preparation and proofing of legal briefs, claims, liens, memorandum and other documents for use and presentation in a court of law or an administrative hearing;

Assists in the interpretation of court and administrative decisions to ensure that such decisions are implemented by initiating appropriate legal documentation and/or alerting staff members of such decision and action;

Performs general legal support services for attorneys and other staff members;

May coordinate with outside agencies in support of legal research efforts and other related activities of legal staff;

May respond to outside requests for routine information in accordance with departmental procedures;

May assist in presentation in court or administrative hearing;

May correspond with financial institutions, governmental agencies, private employers and other individuals to elicit cooperation in ongoing investigations and legal actions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of legal research procedures and resources; good knowledge of legal instruments and documents; good knowledge of legal terminology; working knowledge of court and administrative hearing procedures; working knowledge of applicable rules, regulations and programs offered by the assigned department; ability to prepare legal correspondence and documentation; ability to set forth legal positions clearly and concisely in oral and written forms; ability to establish and maintain effective working relationships with Federal, State and local officials, private agencies, clients and the public; integrity; tact; initiative; good judgment; courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Paralegal or Legal Studies; **OR**
- B. Four (4) years of progressively responsible work experience as a Legal Secretary or Legal Assistant; **OR**
- C. Certification by the National Association of Legal Assistant (NALA) as a Certified Legal Assistant (CLA), and approval by the New York State or American Bar Association. Possession of certificate required at the time of appointment; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY
4620 PARLGL AST
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: December 31, 1987
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