

## PARALEGAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of responsible clerical tasks in an office or unit that primarily handles or processes documents and papers of a legal nature. Positions in this class require the exercise of independent judgment and the general understanding of specific laws, rules, procedures and policies necessary in performing clerical duties in the office. Work is performed under general supervision.

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.*

Assists in researching laws, rules, regulations, and other legal or legislative materials;

Prepares drafts of motions, briefs, and other legal papers;

Maintains an office law library by cataloging new periodicals and publications and maintaining supplements to various law books;

Delivers or files legal papers in courts and County Clerk's Office;

Operates copying and other office machines;

May be required to perform receptionist duties;

**May be required to operate a personal computer using standard word processing and spreadsheet applications;**

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, routines and equipment used; working knowledge of law office methods, procedures, forms and legal terminology; ability to understand and carry out oral and written instructions; ability to recognize, spell and properly use

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legal terms and expressions; ability to prepare legal forms; **ability to learn to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases**; clerical aptitude; initiative; and integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
- (B) Three (3) years of clerical experience; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE:

Completion of college coursework can be substituted for clerical experience on a year-for-year basis.

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Last Reviewed:  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A