

PARALEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Incumbents of this position are responsible for researching a variety of legal, regulatory or other materials and preparing draft copies of correspondence, reports, and legal papers for one or more persons involved in providing professional legal services (attorneys, District Attorneys, etc.). Work is performed under general direction with leeway for independently performing job tasks. Positions in this class do not involve supervisory duties.

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, affidavits, answers, Bill of Particulars, complaints, and other legal papers;

Prepares deeds for properties sold by Department of Social Services and prepares records pertaining to amount of sale, etc.;

Prepares and files estate claims in Surrogates Court;

Visits Surrogates Court to check for probated estates on file in said court;

Prepares and files accident and property liens with County Clerk's Office;

Maintains files and records pertaining to cases being processed;

Performs typing, stenographic, and other secretarial duties for one or more attorneys.

PARALEGAL ASSISTANT**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

CHARACTERISTICS: Good knowledge of law office methods, procedures, forms, and legal terminology; good knowledge of business arithmetic and English; working knowledge of methods and procedures of legal decision making by the judicial, legislative, and executive branches of government; ability to understand and carry out complex oral and written instructions; ability to recognize, spell, and properly use legal terms and expressions; ability to prepare legal forms; ability to take and transcribe dictation at an average rate of speed; good judgment; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's in Applied Science Degree from a course of study designed to prepare students for a career in paralegal work; or
- (B) Graduation from High School or possession of an equivalency diploma and two (2) years of experience in performing elementary legal duties; or
- (C) Four (4) years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/24/2023

Revised and Replaced in Classplan: 4/28/2025 (Edu)