

PARALEGAL

192-C

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing paralegal duties and a variety of tasks that while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedures and research techniques to facilitate the preparation of legal documents and matters for litigation. The incumbent's specific duties will vary within the broad framework of paralegal skills. The work is performed under the direct supervision of the Department's attorneys and administrative supervision of the appointing authority, with considerable leeway allowed for the exercise of independent judgment. 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.*

Obtains legal reference material and conducts research regarding questions of law or regulation under supervision of an attorney;

Processes, indexes, and sorts records and maintains files necessary for the work of the Attorneys;

Organizes, tracks, and completes service of process for petitions, motions, subpoenas, and other legal documents;

Organizes material and information for pleadings, orders, petitions, motion papers, demands for discovery, bills for particular contracts, resolutions and other legal documents;

Prepare court orders for review, file court orders with various courts on notice to parties, and keep and maintain tracking log;

File petitions, motions, pleadings, reports, and letters to various courts;

Carries out routine correspondence with various courts, agencies, and other attorneys;

Draft witness subpoenas for attorney review and makes arrangement for service of process as necessary;

Subpoenas witnesses and records as necessary;

May maintain and coordinate attorney calendars;
Perform a variety of clerical duties including drafting and sending letters;

Use various electronic databases to obtain information for the attorneys and the smooth operation of the office.

Order office supplies as needed.

Answer the telephone, receive callers and refer them to the appropriate person, answers requests for various information, takes messages;

File documents in a timely and organized manner;

Keep, maintain, and manage electronic data;

Keep and maintain electronic calendar of court appearances and deadlines;

Work with other staff to schedule appointments, hearings, meetings, etc.;

Receive, handle, sort, and distribute incoming mail, emails, and faxes;

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

Good knowledge of general legal principles, practices and procedures; good knowledge of modern office terminology, procedures, equipment and business English; working knowledge of the functions and procedures of Courts; working knowledge of the laws pertaining to legal proceeding; working knowledge in investigative and interviewing techniques and report preparation as applied to legal proceedings; ability to understand and carry out complex oral and

written directions; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to maintain cooperative relations with staff, other departments, other agencies, the courts and the public; integrity; confidentiality; honesty; attention to detail; and good judgment.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and possession of a Paralegal certificate from a regionally accredited or New York State registered institution approved by the American Bar Association and five (5) years of experience as a Paralegal; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Paralegal Studies and seven (7) years of experience as a Paralegal; or
- (C) Graduation from high school or possession of a high school equivalency diploma and nine (9) years of experience as a Paralegal.

NOTE: Valid Notary Public Commission may be preferred.