

PARALEGAL

Department: Town Attorney

Classification: Competitive

Specification Number: 1260

Approved: 11/16/21

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree in Paralegal Studies; or,

b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree, and successful completion of a Paralegal Assistant certificate program given by a college or business school with federally-authorized accreditation or registration by NY State;

c) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree in Paralegal Studies and two (2) years of clerical experience in a law office, at least one (1) year of which included drafting motions and doing preliminary legal research; or,

d) Successful completion of a Paralegal Assistant certificate program given by a college or business school with federally-authorized accreditation or registration by NY State and three (3) years of clerical experience in a law office, at least two (2) years of which included drafting motions and doing preliminary legal research.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class provides specialized assistance to attorneys in researching questions of law, investigating facts and preparing various legal documents. The employee may research questions of law for reference and use by attorneys in court. Does related work as required.

TYPICAL WORK ACTIVITIES

Researches questions of law for reference and use in court by attorneys;

Drafts routine motion papers in civil and/or criminal matters, and, after review by an attorney, files papers with the court;

Reviews case files to ensure legal sufficiency, a sound factual basis for evidence, and the availability of evidence in pending civil or criminal matters;

Conducts preliminary interviews of complainants and witnesses;

Prepares capsule reports of witnesses' observations and/or the nature of a complaint for review and determination by an attorney;

May be asked to appear in court with an Attorney;

May be asked to prepare initial draft of responses to Complaints or Demand Discoveries for review by an Attorney.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of legal reference sources; thorough knowledge of legal documents, legal terminology and the general course of legal proceedings; ability to conduct preliminary legal research and analysis; ability to prepare reports and legal documents; ability to establish and maintain effective working relationships with attorneys and other staff members; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.