

## PARALEGAL ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing assistance to an agency's professional legal staff and other staff members in areas of research, compiling and analyzing information, case preparation for presentation of case in a court or hearing, etc. The work is performed independently under the direct supervision of the agency's supervising attorney. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Researches statutory and case law, administrative rules, regulations, and policies to determine applicability; Reviews records and interviews agency staff and others to obtain background information; Compiles and analyzes information gathered and makes recommendations for relative actions to be taken; Assists in the preparation of legal briefs, memoranda and other documents for use and presentation in a court of law or an administrative hearing; Assists in presentation in court or administrative hearing; Follows through on court or administrative decisions to ensure they are implemented; Reviews a variety of legal documents for completeness and accuracy; Assists in the interpretation of court and administrative decisions.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of legal research procedures, resources and terminology; Good knowledge of legal instruments and documents; Working knowledge of court and administrative hearing procedures; Working knowledge of New York State and Federal Laws pertaining to programs such as Workers' Compensation, Social Security, Social Services Law, Unemployment, etc.; Ability to interpret statutory and administrative laws, regulations and court decisions; Ability to set forth positions clearly and concisely in oral and written form; Ability to prepare effective correspondence; Ability to deal tactfully and effectively with State and local officials, department staff, clients and their representatives, and the general public; Ability to work without direct supervision; Initiative; Sound judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma and:

- A. Graduation from a college or university with a Bachelor's degree; OR
- B. Graduation from a college or university with an Associate's degree in legal studies, criminal justice, Business Administration or Management and one (1) year experience involving legal document preparation in a law office or legal unit of an organization; OR
- C. An equivalent combination of training and experience as indicated in (A) and (B) above.

**NOTE:** Study in a college, university, or business school may be substituted for the experience on a year for year basis. Study must have been conducted at 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 study was conducted at an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Revised 7/6/87; 11/16/98;12/8/98; 8/29/02; 8/13/03; 2/10/11; 7/5/18; 12/14/22; 1/5/23; 12/7/24  
Reviewed 7/27/10; 12/13/13