

PARALEGAL

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. Depending upon the department involved, the incumbent's specific duties will vary within the broad framework of paralegal skills. The work is performed under the general supervision of the department's attorneys, with considerable leeway allowed for the exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Organizes material and information for pleadings, orders, petitions, motion papers, demands for discovery, bills for particular contracts, resolutions and other legal documents; May be responsible for operations of Social Security Disability Program; Conducts routine correspondence on matters where policies and procedures have been defined; Processes, indexes and sorts records and maintains correspondence files necessary for the operation of the Attorney's office; Conducts interviews with witnesses and when appropriate, prepares and takes sworn statements or depositions; Prepares subpoenas for witnesses, officers and others to obtain statements or testimony at trials; Prepares petitions, court orders, and other legal documents required for court calendar and arranges for scheduling of cases; Obtains legal reference material and conducts research regarding questions of law or regulations under supervision of an attorney; Answers telephone, schedules appointments, receives callers and refers them to the proper persons, and answers requests for various information; May prepare briefs and appear in Court; May meet with staff to obtain information regarding matters before the Court to determine what evidence, witness or materials would be required to continue processing of the case; May review client applications to determine eligibility for legal services.

FULL PERFORMANCE KNOWLEDGE, 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 proceedings; Skill 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 efficiently gather facts through investigation and interviews; Ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheet, and database software applications at an acceptable rate of accuracy and speed; 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 in Criminal Justice, Legal Studies, Business Administration or Management or related field; OR
- B. Graduation from a college or university with an Associate's degree in Criminal Justice, Legal Studies, Business Administration or Management or related field and two (2) years of experience in the preparation of legal documents; OR
- C. Four (4) years of experience in the preparation of legal documents or possession of a Paralegal certificate from a registered institution approved by the American Bar Association; OR
- D. An equivalent combination of training and experience as indicated in (A), (B) and (C) 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.

Approved 7/3/02

Reviewed 1/30/04; 12/13/13; 1/26/24; 8/4/25

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