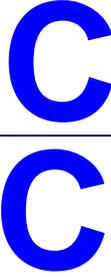




**CAYUGA  
COUNTY**

F:\Civil\Jobsp\Paralegal  
Specialist



*An Equal Opportunity - Affirmative Action Employer*

# **CIVIL SERVICE COMMISSION**

<b>TITLE:</b>	<b>PARALEGAL SPECIALIST</b>
<b>JURISDICTIONAL CLASS:</b>	<b>COMPETITIVE</b>
<b>CIVIL DIVISION:</b>	<b>COUNTY ATTORNEY</b>
<b>ADOPTION: CSM</b>	<b>12/13/2000</b>
<b>REVISED: CSM</b>	

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a para-professional position of a moderately complex nature involving responsibility for a wide variety of semi-legal duties, including but not limited to research, preparation, review and verification of legal documents. The work is performed under the direct supervision of an attorney or attorneys. Does related work as required.

## **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Assists with preparation of rough drafts of briefs and various legal documents as assigned and prepares digests of selected decisions and opinions;
- Searches legal reference files and other sources for information and data required by the department head and/or attorney concerned in conducting interviews and answering correspondence;
- Assembles exhibits, affidavits, investigation notes, legal documents, etc., for the use of attorneys in the preparation for trials of cases and collects any additional information which is needed;
- Writes routine resolutions and correspondence for attorneys' signatures, etc.;
- Supervises the indexing and cross-referencing of legal materials (e.g., court papers, case records, etc.) and the development and maintenance of legal files;
- Tracks cases to insure that all appropriate actions are taken to insure prompt and complete prosecution of each case at appropriate judicial level;
- Verifies citations in briefs, memos and opinions, rechecks the accuracy of cited cases;
- Assists department attorneys by preparing proposed papers for Court as well as doing any necessary legal research and verification of information submitted in order to make sure that the proper information gathering is being done;
- Monitor court cases in order to make sure that steps have been taken to maximize reimbursement by the State for services;
- Acts as liaison between the Social Services Department and the Courts.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

- Good knowledge of legal documents, procedures and municipal law office routine;
- Working knowledge of case reporter system, legal citation system and case law;
- Working knowledge of the techniques normally employed in preparing legal memoranda and court papers;
- Ability to do investigation and interviewing out in the field;
- Ability to prepare court papers of all kinds without direction of an attorney;
- Ability to independently gather, analyze and organize legal data and information and communicate it effectively;
- Ability to use data base programs and word processing programs;
- Ability to input data accurately and to type accurately;
- Ability to understand and carry out complex written and oral instructions;
- Ability to communicate orally and effectively with co-workers and the general public.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered institution with an Associate's Degree or higher level in paralegal studies **OR**
- (B) Possession of a Paralegal Certificate from a regionally accredited or NYS registered institution and one year's experience performing legal research; **OR**
- (C) Graduation from a regionally accredited or New York State registered institution with an Associate's Degree or higher level in a closely related field to paralegal studies (e.g. Legal Administration, Legal Studies, Legal Technology, Criminal Justice) and two years of legal research experience.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle Operator's license.