



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	PARALEGAL
Jurisdictional Class:	Competitive
Civil Division:	District Attorney, County Attorney
Adoption: CSM	12/14/94
Revised: CSM	10/9/96, 8/12/98, 9/11/02, 09/26/07

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing paralegal duties in a municipal office. Under the supervision of an attorney, an employee in this class performs a variety of tasks, that while not requiring the skills of an attorney, entail the application of legal procedures and legal research as well as the preparation of legal documents for submission to the courts. An employee in this class may also assist an attorney in preparing for and appearing in a trial. The specific tasks performed may vary depending on the department assignment; however, work performed remains within the broad scope of paralegal skills. Supervision of employees is not normally exercised in this class. Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists with the preparation of rough drafts of briefs and various legal documents as assigned and prepares digest of selected decisions and opinions;
Incorporates legal references and includes an analysis of precedents involved in relation to the case or matter under discussion;
Searches legal reference files and other sources for information and data required by the attorney in conducting interviews and answering correspondence;
Assembles exhibits, affidavits, legal documents, etc., for the use of attorneys in the preparation of trial cases and collects any additional information that is needed;
Verifies legal citations and statutory references contained in legal documents against original sources such as legal texts, reports, etc., making certain that they are correct and in complete conformance with the source material. Prepares drafts of motions and responses to motions, Bills of Particulars, Interrogatories, takes complaints, determines status of cases and responds to inquiries;
May assist with the preparation of standardized forms concerning extradition, return of bail, and other proceedings ancillary to prosecution of criminal cases;
Assists in the preparation of legislative resolutions and local laws;
Reviews cases scheduled for court and ensures quality of case preparation;
May interview witnesses and assist in witness preparation for trial;
Performs any legal research or fieldwork required under the supervision of an attorney;
Prepares reports and assists with budget analysis and payroll processing procedures;
Answers telephone and provides information orally or in writing in response to inquiries;
Operates computing, calculating, and other office machines;
Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of reporter system, law digests, legal encyclopedia, and legal citations;
Working knowledge of the techniques normally employed in preparing legal memoranda, conducting legal research and analyzing legal problems;
Working knowledge of the New York State Family Court Act;
Working knowledge of investigative and interviewing techniques;
Working knowledge of court trial and administrative hearing procedures;
Ability to independently gather, analyze, and organize legal data and information into clear and logical sequence;
Ability to analyze legal issues and identify significant case opinions and facts;
Ability to communicate legal opinions and information clearly and succinctly both orally and in writing;
Ability to interpret laws, rules, and regulations;
Ability to apply specific techniques of gathering information and presenting it in the proper manner;
Ability to maintain a strict code of confidentiality;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: Possession of a high school diploma or general equivalency diploma, AND

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Office Technology, Computer Technology, or Criminal Justice; OR
- (B) Possess a certificate in Paralegal Studies or Legal Assistant; OR
- (C) Two (2) years of experience performing administrative and secretarial duties involving use of independent judgment; OR
- (D) An equivalent combination of training and experience as described in (A), (B), and (C) above.