

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 12, 2023

PARALEGAL I

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing paralegal duties in a municipal office. Under the supervision of an attorney and a higher-level Paralegal, an employee in this class performs a variety of tasks that while not requiring the skills of an attorney do 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. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists with the preparation of rough drafts of briefs and various legal documents as assigned and prepares digests of selected decisions and opinions;
2. Incorporates legal references and includes an analysis of precedents involved in relation to the case or matter under discussion;
3. Serves as records access representative and responds to Freedom of Information (FOIL) requests;
4. Searches legal reference files and other sources for information and data required by the attorney in conducting interviews and answering correspondence;
5. 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;
6. 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;
7. Prepares drafts of motions and responses to motions, Bills of Particulars, Interrogatories, takes complaints, determines status of cases and responds to inquiries;
8. Assists with the preparation of standardized forms concerning extradition, return of bail, and other proceedings ancillary to prosecution of criminal cases;
9. Reviews cases scheduled for court and insures quality of case preparation;
10. May interview witnesses and assist in witness preparation for trial;
11. Performs any legal research or fieldwork required under the supervision of an attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of legal terminology; 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, Penal Law, and Criminal Procedure Law; working knowledge of investigative and interviewing techniques; working knowledge of court trial and administrative hearing procedures; ability to operate a personal computer and modern office software at an acceptable rate of speed and accuracy; 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 in 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; tact; courtesy; integrity; sound professional judgment; physical condition commensurate with the demands of the position.

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PARALEGAL I CONTINUED

MINIMUM QUALIFICATIONS:

PROMOTOTIONAL QUALIFICATIONS: One (1) year of permanent competitive status as a Senior Court Assistant or two (2) years as a Court Assistant in a Niagara County Department immediately preceding the date of written exam.

OPEN COMPETITIVE QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation with an Associate's Degree in Paralegal, Legal Studies, or related field; **OR**
2. Possession of a certificate, or its equivalent, in Paralegal Studies or Legal Assistant from a program accredited by the New York State Education Department; **OR**
3. One (1) year of paid experience as an administrative assistant in a law firm or as a paralegal; **OR**
4. Graduation with a degree in Law (JD – Doctor of Laws or L.L.B. – Bachelor of Laws).

NOTE:

1. Part-time experience will be pro-rated;
2. Degrees must have been awarded by 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.