

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

PARALEGAL II

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 Paralegal III, 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. General direction is received from a Paralegal III and/or attorney with wide leeway permitted for the exercise of independent judgement in accordance with established policies and procedures. The incumbent provides direct supervision to assigned Paralegals. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises paralegals directly to ensure tasks are completed and goals are met;
2. Collaborates directly with assigned County Bureau Chief to alleviate department backlogs and establish efficient protocols;
3. Assists with backlogs and appeals to be written;
4. Oversees the preparation of files from start to finish for each attorney in the assigned Bureau;
5. Collaborates with the assigned Bureau Chief to outline trial strategies, weaknesses, and needs for office;
6. Assists with the preparation of rough drafts of briefs and various legal documents as assigned and prepares digests of selected decisions and opinions;
7. Incorporates legal references and includes an analysis of precedents involved in relation to the case or matter under discussion;
8. 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;
9. 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;
10. Prepares drafts of motions and responses to motions, Bills of Particulars, Interrogatories, takes complaints, determines status of cases and responds to inquiries;
11. May interview witnesses and assist in witness preparation for trial;
12. 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; good knowledge of reporter system, law digests, legal encyclopedia and legal citations; good knowledge of the techniques normally employed in preparing legal memoranda, conducting legal research and analyzing legal problems; good knowledge of the New York State Penal Law, and Criminal Procedure Law; good knowledge of investigative and interviewing techniques; good knowledge of court trial and administrative hearing procedures; working knowledge of criminal legal and appeal processes; ability to assign and supervise the work of others; 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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MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS: One (1) year of permanent competitive status as a Paralegal I immediately preceding the date of exam.

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

1. An Associate's Degree in Paralegal, Legal Studies, or related field **and** one (1) year of paid experience as an administrative assistant in a law firm or as a paralegal; **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 **and** two (2) years of paid experience as an administrative assistant in a law firm or as a paralegal; **OR**
3. Three (3) years 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.