

Department: County Attorney/Clerk of the Board

Classification: Competitive

Grade: 5 M/C

SPEC DISK B8

DOCUMENT 26

### **PARALEGAL**

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

This position involves responsibility for performing paralegal duties in the Offices of both the County Attorney and the Clerk of the Board of Supervisors. The incumbent performs a variety of tasks that, while not requiring the skills of an attorney, require the application of limited legal procedures and the preparation and review of legal documents, particularly in the areas of municipal contracts and child support proceedings in Family Court, as well as strict confidentiality on all matters handled by both offices since the incumbent will be exposed to confidential personnel, collective bargaining negotiation (including strategies), legislative and litigation matters in both offices. Work is performed under the general direction of the County Attorney and the Clerk of the Board of Supervisors, with some discretion allowed for the exercise of independent judgment in planning and carrying out assignments.

#### **TYPICAL WORK ACTIVITIES:**

- Attends Family Court child support hearings and prepares without delay court orders complying with New York State forms and requirements.
- Prepares and processes contracts between various County departments/agencies and independent contractors, which involves compiling necessary information and documentation for new contracts, determining the type of contract needed, the necessary terms and conditions (including insurance), drafting a detailed description of services to be performed/provided, and processing contracts for execution by and distribution to all necessary parties.
- Prepares accident reports for all County departments/agencies involving County personnel and/or property both in preparation for litigation and for submission to the County's insurance carriers (including workers' compensation).
- Reviews for accuracy and payability bills submitted to both offices, prepares necessary documents for payment, and submits those which are approved to the County Treasurer for payment.
- Acts as safety coordinator for both offices, including attending monthly meetings and instructing staff on safety practices and procedures.
- Assists the Clerk of the Board in compiling the annual Journal of Proceedings of the Board of Supervisors, including collation of resolutions and minutes, and editing.
- Assists the County Attorney in compiling information related to potential and pending litigation matters, including but not limited to workers' compensation, disciplinary proceedings, and litigation.

**Paralegal Cont.**

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of New York Family Court child support order forms
- Working knowledge of New York Family Court child support proceedings
- Ability to prepare legal contract documents appropriate to a municipal law office;
- Ability to assist an attorney and the Clerk of the Board by performing a variety of routine legal and legislative tasks;
- Ability to maintain strict confidentiality;
- Ability to work cooperatively with others;
- Ability to operate computers and perform word processing functions;
- Ability to obtain accurate and complete information regarding accidents involving County personnel and/or property and prepare accident reports;
- Good judgment.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and possession of a paralegal certificate from a regionally accredited or New York State registered institution approved by the American Bar Association and at least six months experience working for a municipal attorney or in a municipal law office; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in paralegal studies or closely related field and at least one (1) year experience working for a municipal attorney or in a municipal law office; OR
- C) Graduation from high school or possession of an equivalency diploma and at least three (3) years of experience in a law office involving drafting motions and doing legal research; OR
- D) An equivalent combination of training and experience as defined by A), B) and C) above.

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