

Department: District Attorney  
Classification: Competitive  
Grade: 6 M/C

SPEC DISK B8  
DOCUMENT 26

**PARALEGAL**  
**(DISTRICT ATTORNEY)**

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for performing paralegal duties in the Office of the District Attorney. 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. Work is performed under the general direction of the District Attorney and the Assistant District Attorneys, with some discretion allowed for the exercise of independent judgment in planning and carrying out assignments.

**TYPICAL WORK ACTIVITIES:**

Assists Assistant District Attorneys in all aspects of investigations, hearing and trials;  
Assists with the preparation of rough drafts of briefs and various legal documents as assigned;  
Compiles and analyzes case documents for hearing and trials;  
Assembles exhibits, affidavits, legal documents and all pertinent information for the use of Attorneys in the preparation for trial/hearings and collects any additional information which is needed;  
Drafts correspondence and legal documents such as discovery demand responses, Bill of Particulars, Omnibus Motion Responses, Notices and any other legal documents pertinent to the criminal case;  
Responds to inquiries related to the criminal cases;  
Assists with the preparation of standardized forms concerning extradition, return of bail, and other proceedings ancillary to prosecution of criminal cases;  
Assists Assistant District Attorneys with proofreading and locating files and documents;  
Verifies citations in briefs, memos and opinions and rechecks the accuracy of cite cases;  
Assists in the preparation of cases by identifying and interviewing prosecution witnesses, Police Officers and victims when requested;  
Schedules Grand Jury cases;  
Drafts Indictments and Superior Court Information;  
Accompany Assistant District Attorneys in court when requested;  
Answers phone calls and schedules appointments for Attorneys;  
Contacts Grand Jurors and stenographers for scheduling Jury matters;  
Assists in the maintaining of department records to include the entry, tracking and disposition of criminal matters;  
Maintains close contact with local and State Police agencies Probation and Sheriff's Department to insure complete communication and coordination of information on cases;  
Assists in the preparation for hearing, trials and Grand Jury;

Forwards copies of legal instruments to interested parties as needed;  
Contacts Courts for necessary disposition information or to request certified documentation necessary for prosecution of the criminal case;  
Assists in contacting of victims to insure that the appropriate information is relayed to victims and/or victim advocates when requested to do so;  
Performs related administrative and clerical tasks;  
Prints a variety of reports.

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

Excellent knowledge of criminal legal documents, procedures and criminal office routine; good knowledge of terminology associated with Criminal Law; good knowledge of legal citation system and legal research databases; good knowledge of the techniques normally employed in preparing legal memoranda and court papers; excellent ability to perform accurate legal research; ability to read and analyze legal materials; ability to prepare legal documents appropriate to a criminal law office; ability to maintain strict confidentiality; ability to communicate orally and effectively with the general public; proficient in Microsoft Word or Word Perfect and ability to database programs; ability to learn the Prosecutor's Case Management System; excellent organization, communication, writing and problem solving skills; ability to interact and communicate with all levels of staff, court representatives, law enforcement and witnesses; ability to work independently with frequent interruptions, manage deadlines and adapt to changes in workflow; must be detail oriented with the ability to follow directions and apply proper policies, procedures and guidelines.

**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 one (1) year experience working in a criminal 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 eighteen (18) months experience working in a criminal law office.

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